



# STEVENAGE LEISURE LIMITED

HR Department  
Stevenage Arts & Leisure Centre  
Lytton Way  
Stevenage  
Herts SG1 1LZ

Reference number \_\_\_\_\_

Application for \_\_\_\_\_

To be returned by \_\_\_\_\_

## Application Form

Please complete this form clearly in type or black ink and return it to the address shown above.

### PERSONAL DETAILS

Surname \_\_\_\_\_

First Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

National Insurance Number \_\_\_\_\_

Mr/Ms or preferred title \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone (work) \_\_\_\_\_

Do you require a work permit or visa to work in this country? Yes / No

If Yes, do you already have one? Yes / No

Date of expiry \_\_\_\_\_

If No, have you applied for one? Yes / No

Date applied \_\_\_\_\_

### DETAILS OF PRESENT OR MOST RECENT POST

Post title \_\_\_\_\_

Salary \_\_\_\_\_

Employment dates from \_\_\_\_\_ to \_\_\_\_\_

Notice required \_\_\_\_\_

Brief description of duties \_\_\_\_\_

Employer's name and address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

### REFERENCES

Please give names and addresses of two referees. One of the referees should be your present or most recent employer. Unless you specify otherwise, references will normally be taken up before the interview date.

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

May we take up references without contacting you beforehand Yes / No

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

May we take up references without contacting you beforehand Yes / No

## PREVIOUS EMPLOYMENT RECORD

Most recent first

From	To	Employer's name and address	Position held and duties	Reason for leaving

## EDUCATION AND QUALIFICATIONS

Please list in date order details of your education and qualifications gained at secondary school, college or university. You should include all courses followed, whether full-time, part-time or by correspondence; examinations passed and grades obtained.

From	To	Place of study	Course/subjects studies	Qualifications gained	Grade or class	Date

For office use. Verified \_\_\_\_\_

## ADDITIONAL INFORMATION

Please provide details of any other training and courses attended which you consider relevant to this application.

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Membership of Professional Bodies (if applicable). Give details and dates.

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## DRIVING

Do you hold a clean driving licence? Yes / No

If No, please state nature of endorsements/disqualification.

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## REHABILITATION OF OFFENDERS ACT 1974

Posts involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the **Rehabilitation of Offenders Act 1974**. If you are applying for work in this area you are required to state whether or not you have **any** convictions **or** criminal charges or summonses pending against you whether or not your conviction is regarded as 'spent'. Those appointed to work with children or vulnerable adults will also be subject to a Disclosure from the Criminal Records Bureau. A conviction will not necessarily be a bar to employment.

Have you ever been disqualified for working with children? Yes / No

Do you have convictions or cautions that are not spent or actions pending? Yes / No

If yes, please give details on a separate sheet.

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Are you related to any SLL employee or to any member of the Board? Yes / No

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## **PERSONAL STATEMENT**

Please state why you are applying, how you meet the requirements of the post and what makes you a suitable candidate (continue on a separate sheet if necessary).

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## **THE DATA PROTECTION ACT 1998**

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least six months and then destroyed. If you are the successful candidate, relevant data may be taken from this form and used as part of your personal record.

In completing this declaration, I consent to the collection, recording and use of the information which I have provided in the ways described above, and set out in more detail within Stevenage Leisure Limited's Data Protection Act registration. I note that some of this information is defined by the 1998 Act as "sensitive personal data".

I declare that to the best of my knowledge and belief all the information I have given is correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_