



St Alex Support Limited

APPLICATION FOR EMPLOYMENT

Please complete this form in black ink so that it may be easily photocopied.
Please DO NOT attach CV's etc. as these will be disregarded.
There is an email version of this form available on our web site www.stalex.co.uk

JOB DETAILS

Job Title:	
Closing Date:	
Location:	

When completed please return the form to:

HR Department
St Alex Support Limited
Comer Business & Innovation Centre
Building 3
North London Business Park
Oakleigh Road South
London
N11 1GN

or e-mail to personnel@stalex.co.uk

PERSONAL DETAILS

Surname		Forename(s)	
Address			
	Preferred Title		
	(e.g. Mr/Mrs/Miss/Ms/Dr etc.)		
	Telephone Number(s)	Where we may contact you	
Postcode		Daytime	
Email		Evening	
Do you hold a current driving licence?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
Please give details of any current endorsement(s):			
National Insurance Number :			

Do you require a work permit?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If so, do you have a valid work permit?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Are you related to any member of staff at St Alex?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If YES, please give details:				

CURRENT POST

Employer		
Address		
Job Title	Current Salary		£
Date Commenced	Notice Required		
Brief description of duties:			
Reason for wanting to leave:			
	Salary Expectation	£	

EDUCATION/QUALIFICATIONS

Please give details of your education, starting with most recent:

School/College/University	Examination(s) Passed	Grade(s)

Other Training	Course(s) studied	Result(s)

Please give details of membership of professional bodies

Name of professional Body/Organisation	Type of Membership	Date Membership commenced

EMPLOYMENT HISTORY

Please start with most recent employment

Date From/To	Name of the Organisation	Position Held/ Job Title	Brief Outline of Duties and Responsibilities	Reason for Leaving

Please detail below reasons for any gaps in your employment history detailed above:

HEALTH

1. Do you have a health problem which may affect your ability to do the job?

YES NO

If YES, please give details:

2. Have you had any periods of illness during the past 3 years?

YES NO

If YES, please give details:

Dates from/to	Reason

REFERENCES

Please give names and addresses of your two most recent employment referees, or academic referees if you are a student. One referee must be from your most recent employer/employment. *If you do not wish an approach to be made at this stage, please enter a cross in the box alongside their name.*

Name _____ <input type="checkbox"/> Position/Job Title _____ Address _____	Name _____ <input type="checkbox"/> Position/Job Title _____ Address _____
Postcode _____ Telephone No. _____ Relationship to you _____	Postcode _____ Telephone No. _____ Relationship to you _____

REASON FOR APPLICATION

Please use this part of the application form to **describe how you meet the criteria for the job which is set out in the person specification.**

Make sure that you include all relevant skills and knowledge – this may have been gained from your current or previous jobs, from voluntary work or from working in the home or in the community. Give specific examples wherever possible. Consider all the relevant skills and knowledge you have and make sure you tell us about it. Explain why you are interested in this post and what you can bring to it. Continue on a separate sheet if necessary, but please **do not attach CV's.**

Continued on another sheet YES / NO

DECLARATION

I confirm that the information provided in this application is to the best of my knowledge correct and complete. I understand that false information or deliberate omission of any material fact may result in dismissal or withdrawal of a job offer.

Data Protection Act (DPA) 1998

St Alex Support Limited is the Data Controller.

The personal data that you provide will only be used for the selection process, to establish and maintain any subsequent employment contract and to monitor the provision of Equality and Diversity within St Alex Support Limited as dictated by statutory legislation.

We will not disclose your personal details to anyone outside of the company who is not acting on our behalf unless we are required to in line with the DPA 1998. We would ask that you keep us informed of any changes to your personal details so that the information we hold is accurate. You also have the right to request to see personal details that we hold and are personal to you.

I give St Alex Support Limited permission to process personal information about me as described above and in line with the DPA 1998.

SIGNED

DATE

If you submit this form via e-mail, you will be required to sign it if short-listed for interview.

Thank you for your time and effort in completing this form. Please return it to:

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St Alex Support Limited
Comer Business & Innovation Centre
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London
N11 1GN

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Please now proceed to the Declaration under the Rehabilitation of Offenders Act 1974 below.

REHABILITATION OF OFFENDERS ACT 1974

We require all applicants for employment with St Alex Support Limited to declare any conviction(s) or charge(s) still outstanding against them in respect of a criminal offence, subject to the Rehabilitation of Offenders Act 1974.

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become "spent" or forgotten, after a "rehabilitation period". A rehabilitation period is a set length of time from the date of conviction. This means that if a certain period of time has passed since the date on which you were convicted (see table overleaf) the conviction becomes "spent" and you are not normally obliged to declare the conviction when applying for a job.

However, a sentence of more than 2.5 years' imprisonment can never become "spent" and should be disclosed. If you are applying for employment, which is not protected by the above Act, e.g.,

- i) Employment in connection with the provision of social services etc. and that involving access to persons under the age of 18 or over the age of 65; and
- ii) Employment involving the promotion of leisure or recreational activities to persons under the age of 18.

Then even "spent" convictions must be disclosed.

Please give details below of any convictions or charges outstanding in respect of all offences (or alleged offences) including driving offences. If you inadvertently disclose a conviction which is regarded as "spent" it will be ignored, unless you are applying for employment which is not protected by the Act.

Date	Court	Offence	Sentence

Failure to declare a conviction as outlined above, may result in dismissal from St Alex Limited

NAME _____ **POST APPLIED FOR** _____
SIGNATURE _____ **DATE** _____

Even if you have nothing to declare you are required to sign this form. If you submit this form via e-mail, you will be required to sign it if short-listed for interview.

On completion, please return this form together with your completed Application Form.
It will be treated as confidential.

REHABILITATION PERIODS

For a sentence** of imprisonment between 6 months and 2.5 years	10 years
For a sentence** of imprisonment of 6 months or less:	7 years
For a sentence of borstal training	7 years
*For a fine or other sentence (e.g. a community services order) for which another rehabilitation period is prescribed:	5 years
For an absolute discharge:	6 months
For a probation order, conditional discharge or bind over (whichever is the longer):	1 year or until the order expires
For a detention centre order:	3 years
For a remand home order, an approved school order, or an attendance centre order:	The period of the order and a further year after the order expires
For a hospital order under the Mental Health Acts:	The period of the order and a further 2 years after the order expires.

Offences committed whilst serving in the armed forces are treated as set out above. The following rehabilitation periods are for specific types of punishment, with these rehabilitation periods being halved for offenders under the age of 17 at the time of conviction:

For cashiering, discharge with ignominy, for discharge with disgrace:	10 years
For simple dismissal from the service:	7 years
For detention:	5 years

* These rehabilitation periods are halved for persons who are under 17 years of age when they were convicted.

** It is immaterial for the purposes of calculating a rehabilitation period whether a sentence is suspended or not.

EQUAL OPPORTUNITIES IN EMPLOYMENT

Policy It is the policy of St Alex Support Limited not to discriminate on the grounds of race, skin colour, religion or cultural beliefs or because of gender, sexual orientation, age, HIV status, disability or health.

Monitoring In order to assist us in monitoring the effectiveness of our policy you are asked to complete the section below. This information is for statistical purposes only, and will not be used by those involved in the selection process. This sheet will be treated as confidential and will be separated from your job application before short listing.

1 Gender I am: Male Female

2 Ethnic Origin I would describe my ethnic origin as:

White: British	<input type="checkbox"/>	Black or Black British: Caribbean	<input type="checkbox"/>	Mixed: White & Black Caribbean	<input type="checkbox"/>	Asian or Asian British: Indian	<input type="checkbox"/>
White: Irish	<input type="checkbox"/>	Black or Black British: African	<input type="checkbox"/>	Mixed: White & Black African	<input type="checkbox"/>	Asian or Asian British: Pakistani	<input type="checkbox"/>
White: Other	<input type="checkbox"/>	Black or Black British: Other	<input type="checkbox"/>	Mixed: White & Asian	<input type="checkbox"/>	Asian or Asian British: Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>	Mixed: Other	<input type="checkbox"/>	Asian or Asian British: Other	<input type="checkbox"/>

3 Disability

A disability or health problem does not preclude full consideration for the job and applications from suitable people with disabilities are welcome. All information provided by applicants will be treated as confidential.

Do you have a long term health problem or disability which we should be aware of?

YES NO

If yes, please give details:

4 Employment Status Are you presently employed? YES NO

5 Where did you see/hear about this vacancy?
