Application Form

PART 1 - STATEMENT

- I certify that, to the best of my knowledge, all the statements made below are true and accurate and, in particular, that I have not omitted any facts which may have a bearing on my application.
- I give explicit consent that the information given on this form may be retained in conjunction with my personal file if I am successful. I understand it is Diagrama policy to destroy personal files 5 years after an employee's leaving date. I further understand that vetting information will normally be destroyed 6 months after the end of employment of successful applicants and 6 months from the date of rejection of unsuccessful applicants.
- Diagrama may take steps to verify the information that I have provided by contacting referees and checking professional registers.
- I am aware that providing false information could result in my application being rejected or may lead to summary dismissal if I am selected for a position within Diagrama. If I am registered with any professional body Diagrama will inform them that I have provided false information on my application form.

Signature_____Date_____

PART 2 - PERSONAL DETAILS

Position applied for:			
Where did you see this post advertised:			
Title:		Forenames:	Surname:

Current address:		Previous addresses (past 5 years):	From (mm/yy):	To (mm/yy):
Date from:				

Place of birth:		National Insurance Number:	
Daytime number:		Evening number:	
Email address:			

Do you hold a full, current driving licence?	YES	NO

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PART 3 - PRESENT OR MOST RECENT EMPLOYER

Present or most recent employer:			
Address: Postcode:			
Telephone:		Salary:	£
Position held:		Full time/part time:	
Date started:		Notice period/leaving date:	
Referee's name:		Referee's email address:	

Key responsibilities of post and main achievements:

Reason for leaving/wishing to leave:

Permission to contact present or most recent employer:	YES	NO

PART 4 – FULL EMPLOYMENT HISTORY & REFERENCES (include any self employment, voluntary work, periods of training/education and account for gaps in employment history – please provide explanations for any employment gaps)

Diagrama reserves the right to contact any previous employer to verify information regarding your employment to ensure the safeguarding of the people in our care.

Name & Address of Employer:	Start Date:	End Date:	Job Title & Main Duties:	Reason for Leaving:
Name: Address: Email:				
Name: Address: Email:				
Name: Address: Email:				
Name: Address: Email:				
Name: Address: Email:				

(If necessary please continue on a separate sheet of paper)

PART 5 - PERSONAL REFERENCES

Please give details of 2 people, other than your family, who have known you for a minimum of 3 years. These must not be former employers or from the authorities of former schools and colleges.

Name:	Name:
Address:	Address:
Daytime no:	Daytime no:
Email:	Email:
Mobile:	Mobile:
Occupation:	Occupation:
Capacity known:	Capacity known:
How long known:	How long known:

PART 6 - SELF EMPLOYMENT
For periods of self employment please give details of your accountant, book keeper or solicitor. If you did not use the services of an accountant or book keeper please provide self assessment Income tax forms.

Name:	Name:
Address:	Address:
Daytime no:	Daytime no:
Email:	Email:
Mobile:	Mobile:
Occupation:	Occupation:
Capacity known:	Capacity known:
How long known:	How long known:

PART 7 - SCHOOL EDUCATION

Qualifications/Level	Subject	Grade	Year

PART 8 - FURTHER EDUCATION

University or College	Degree or Qualification	Start Date	End Date

PART 9 - MEMBERSHIP/REGISTRATION OF PROFESSIONAL BODIES

Professional Body	Registration No.	Conditions Affecting Registration	Year Gained	Expiry Date

Please give details of any former registration with any professional bodies:

Professional Body	Registration No	Conditions Affecting Registration	Year Gained	Expiry Date	Reasons for Ceasing to be Registered

PART 10 – ADDITIONAL INFORMATION

Please provide a written statement detailing your knowledge, skills and attitude in support of your application and why you want to work in this role:

(If necessary please continue on a separate sheet of paper)