### Confidential when completed

# Application for Employment

Please read through this form and accompanying job description and person specification. **You must use the person specification when answering competency based questions.**

## Post for which you are applying:

|  |
| --- |
| Post:Where did you see it advertised? |

## Personal Details

|  |  |
| --- | --- |
| Title: | Home address and postcode: |
| First name: |
| Surname: |
| National Insurance No: |
| Contact Telephone number: | Personal email address: |

## Current or most recent employment

(This may be a voluntary role)

|  |
| --- |
| Job title: |
| Start date: | Leaving date or notice required: |
| Current salary: | Grade (if applicable): |
| Employer's name and address:  |
| Duties and responsibilities: |
| Reason for leaving: |

## Employment History

|  |
| --- |
| Job title: |
| Start date: | Leaving date: |
| Final salary: | Grade (if applicable): |
| Employer's name and address: |
| Duties and responsibilities: |
| Reason for leaving: |

|  |
| --- |
| Job title: |
| Start date: | Leaving date: |
| Final salary: | Grade (if applicable): |
| Employer's name and address: |
| Duties and responsibilities: |
| Reason for leaving: |

## Qualifications

|  |
| --- |
| Please list any relevant training courses and qualifications which are relevant to the job role.  |
| Training provider  | Date | Course  |
|  |  |  |

Please state qualifications (for which you may later need to provide evidence.)

|  |  |  |  |
| --- | --- | --- | --- |
| Schools, Colleges, Universities or Institute of Further Education attended (including part-time) | DatesFrom: | To: | Qualifications gained including subjects, grades or results expected |
|  |  |  |  |

## Additional information

|  |  |
| --- | --- |
| Do you have a full clean driving license? | Yes / No |
| Do you require a work permit? We will require all successful candidates, (regardless of nationality or ethnicity) to provide original evidence of their identity and/or entitlement to work in the UK on receipt of an offer of employment.  | Yes / No |

## References

Applicants are requested to supply below, the names of two people, excluding relatives and personal friends who can be approached for references. By providing the names you are giving permission for us to approach the referees in accordance with our reference policy, which can be made available on request.

|  |  |
| --- | --- |
| Referee 1: May we approach before Interview? Yes / No | Referee 2: May we approach before Interview? Yes / No |
| Name: | Name: |
| Position held: | Position held: |
| Address:E-mail address (if applicable): | Address:E-mail address (if applicable): |
| Telephone number:Extension (if applicable): | Telephone number:Extension (if applicable): |

## For all applicants

### Offer of employment

Job offers by members of parliament are conditional and cannot be taken up until the applicant has been vetted to the Baseline Personnel Security Standard, undertaken by the Members’ Staff Verification Office (MSVO) at the House of Commons. Failure to disclose relevant information will lead to the withdrawal of an offer of appointment or if employed, dismissal.

I understand that if successful I will need to submit to a baseline security check
Tick to confirm[ ]

# Competencies

|  |
| --- |
| IMPORTANT INFORMATION**It is essential that you complete this section in full. Please refer to the job description and person specification for further details.** |
| * Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification**
* Please ensure that you address **all** the criteria on the person specification using the same order and numbers.
* These are competency based questions you should answer by providing **specific** **examples** of pervious work or experience.

 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. |

## Declaration

I confirm that the information I have given is accurate and truthful. I understand that providing false or misleading information may result in termination or offer of employment being withdrawn.

|  |  |
| --- | --- |
| Completed by, Name: | Date: |

Completed forms to be returned to: Fraser D. Thompson, Chief of Staff fraser.thompson@parliament.uk