

Recruitment

Template Booklet

Contents:

Job Description	3
Person specification	4
Summary terms and conditions.....	5
My Advert.....	6
Application form	7
My Interview Questions and notes pages:	11

Job Description

Post:

Job ref:

Closing Date:

Job description

Listed below are details of the purpose of the job and what tasks are involved. Please refer to this when submitting your application for the post.

Job Purpose:

Location:

Details:

Person specification

Listed below are the skills, competencies and qualities that are essential and desirable for the post. My assessment of these, both on application and at interview, will be the main factor in determining if you are successful. Please refer to these when submitting your application.

Essential:

-
-
-
-
-
-

Desirable:

-
-
-
-
-
-

Summary terms and conditions

-
-
-
-
-

The post is subject to the following:

-
-
-

How to apply:

My Advert



Work history

Please give details of your work history during the last five years. Include paid and unpaid work. Please identify any gaps in your work history and explain what you were doing instead. Continue on another sheet if you wish.

Dates	Employer	Job title and brief description	Reason for leaving

Please mention below anything that you think may prevent or limit you from carrying out the tasks as detailed in the job description, for example, due to your health or availability. Please also mention any adjustments that could be made to enable you to do the job. Continue on another sheet if you wish.

References

Please give contact details, including telephone numbers, of two referees. One of these should be your most recent employer.

Name:	Name:
Address:	Address:
Phone number:	Phone number:
Relationship to you:	Relationship to you:
Permission to contact now?	Permission to contact now?

Employment of ex-offenders and the Rehabilitation of Offenders Act

The employer is of the opinion that this post is exempt from the Rehabilitation of Offenders Act (1974). You are therefore required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you. The employer recognises that they must only take account of offences that may have a direct bearing on an applicant's suitability for this post.

A statement of these details should be placed in a separate envelope marked 'ROA' and sent with your application.

Please tick one of the following two statements:

I have nothing to declare under this section and have not enclosed a separate statement	<input type="checkbox"/>
I have enclosed a separate statement in an envelope marked 'ROA'	<input type="checkbox"/>

Declaration

I declare that to the best of my knowledge and belief the information I have given is complete and true. I understand that any false declaration, any misleading statement, or any significant omission may render me liable to dismissal or the withdrawal of any offer of employment.

Applicant's signature	Date form completed

My Interview Questions and notes pages:

Q1)

Q2)

Q3)

Q4)

Q5)

Q6)

Q7)

Q8)

Q9)

Additional Questions:

Interview Notes

Applicant Name: _____

Q1)

Q2)

Q3)

Q4)

Q5)

Q6)

Q7)

Q8)

Q9)

Additional Notes: