



ENGLISH-SPEAKING UNION  
discovering voices

## THE ENGLISH-SPEAKING UNION

All correspondence should be addressed to:

Catherine Croney  
English-Speaking Union  
Dartmouth House  
37 Charles Street  
London W1J 5ED

### APPLICATION FOR EMPLOYMENT

This information will be treated as strictly confidential

**PLEASE COMPLETE THIS FORM AND RETURN VIA EMAIL TO  
Catherine.croney@esu.org OR VIA POST TO THE ABOVE ADDRESS**

### THE POST

Post Title .....

### PERSONAL DETAILS

Surname .....

Other Names .....

Home Address: .....

Postcode: .....

National Insurance Number:

Please provide the following contact information. (Please include full Dialling Code)

Home Telephone: .....

Work Telephone .....

Mobile Number: .....

E-Mail Address: .....

Interests and hobbies: .....

Do you possess a driving license?: .....

Do you agree to use your own car for business purposes?: .....

Please disclose any points on your licence, the offence and date of any points

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## **EDUCATION AND TRAINING**

Name of Establishment/Organisation	Dates Attended	Qualifications Achieved

## **MEMBERSHIP OF PROFESSIONAL ORGANISATION (S) OR OTHER BODY**

## **REFERENCES**

Please give the name of two referees who can comment on your professionalism / work ability, one of whom should be your present/ most recent employer. We will not

contact them without your consent.

1. Present/Most Recent Employer		2. Second Referee	
Name, address, telephone number and email		Name, address, telephone number and email	

### CURRENT / MOST RECENT EMPLOYMENT DETAILS

Employer's name, address, telephone number & email		Job Title	
		Date Started	
		Date Left	
		Current Salary	
		Length of Notice	
Summary of main duties			

### PREVIOUS EMPLOYMENT DETAILS

From	To	Employer & Position Held	Salary on Leaving	Reason for Leaving

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**REASON(S) FOR APPLYING**

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**RELEVANT EXPERIENCE/SKILLS**

Please give details of any achievements, career paths or particular areas of work experience (including voluntary work), which you feel are most relevant to this post. Please refer specifically to the job description and person specification when making your application.

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Continue on a separate sheet if necessary

**OTHER INFORMATION**

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

If yes, please give details

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\*Certain posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare **all** criminal convictions, spent or unspent. This includes any posts where the post holder is likely to have access to children, sick, disabled, vulnerable or elderly people and posts where there is potential for fraud (eg. Chartered or certified accountants).

\*A Disclosure & Barring Service (DBS) check will be needed for some posts. It is a condition of employment that you undertake a DBS check on a regular basis and that you disclose all criminal convictions both now and during the course of any employment, if you are successful and appointed. Failure to do so may result in summary dismissal.

**GENERAL DATA PROTECTION REGULATIONS 2018**

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, applicant data will be stored for at least six months and then destroyed. If you are the successful candidate, a copy of this application form will remain on your personnel record.

**DECLARATION**

I confirm that the information given on this form is correct, and understand that any misrepresentation or omission could result in termination of employment.

Signature: .....

Date: .....