**APPLICATION FORM**

**POSITION APPLIED FOR:**

**The following information will be treated in the strictest confidence.**

**Personal**

(Please complete this section in BLOCK CAPITALS)

Surname:

First name:

Address:

Postcode:

Home telephone number:

Mobile telephone number:

Email address:

Full Driving Licence: **Yes / No** Endorsements: **Yes / No**

If YES, please give further details including dates:

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? **Yes / No**

If YES, please give full details:

Are you subject to any restrictions or covenants which might restrict your working activities?

**Yes / No**

If YES, please give full details:

Are you willing to work overtime and weekends if required? **Yes / No**

Please give details of any hours which you would not wish to work:

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)

**Yes / No**

If YES, please give full details:

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment? **Yes / No**

Have you ever worked for this company before? **Yes / No**

If YES, please give full details:

Have you applied for employment with this business before? **Yes / No**

Do you need a work permit to take up employment in the U.K.? **Yes / No**

How much notice are you required to give to your current employer?

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended since age 11 | From | To | Examinations and Results |
|  |  |  |  |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training Courses Name of Organisation | Date | Subject | |
|  |  |  | |

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

# **Employment Details**

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates | Position held/Main duties | Reason for leaving |
|  |  |  |  |

# **Present or Last Employer**

Are you currently employed? **Yes / No**

Name of present or last employer: Address:

Telephone number:

Nature of business:

Job title & brief description of duties:

Current salary and other benefits:

Expected salary:

Reason for leaving:

Length of Service: From: To:

# **Additional Information(1)**

Please explain what attracts you to the post for which you are applying and offer evidence of your suitability (e.g. personal skills, past achievements, future aspirations, personal strengths) which you believe will be of benefit to this position? Use additional sheet if required.

# **Additional Information(2)**

State any information which you feel is relevant to your application (.e.g training, non-work related or voluntary work experience, personal qualities). Use additional sheet if required.

**Interests, Achievements, and Leisure Activities**

(e.g., hobbies, sports, club memberships)

# **Declaration**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signed:

PRINTED:

Date:

# **References**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **Yes / No**

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
|  |  |
|  |  |
| Tel. No: | Tel. No: |

# **Source of Application**

How did you hear of this vacancy?