

APPLICATION FORM FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS using black ink

Position applied for:	
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How did you hear about this vacancy?

A. Personal Particulars

Title (Mr/Ms/Mrs/Miss):			
Your full name:			
Home Address:	Landline No:		
	Mobile No.:		
	Email Address:		
NI Number:	Do you need a work permit to take up employment in the UK?	Yes/No	
	Full Driving Licence:	Yes/No	
	Endorsements:	Yes/No	
	If yes, please give full details:		

B. Education and Qualifications

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 and Training Organisations	From	To	Subject

C. Employment History

Names and Addresses of Employers	From	To	Position Held	Leaving Salary	Reason For Leaving

Please give details of any experience, skill or achievement which you feel may be relevant to your application for employment (continue on a separate sheet if necessary).

Professional associations. Please state whether you are a member of any technical or professional association, and if so, which:

Foreign languages. Please list any foreign languages you speak and your level of competency verbally and written:

D. Health

Do you consider yourself to have a disability?
(If yes, please provide further information at your discretion)

Yes/No

E. Supplementary information

Please give dates of any holidays arranged:

<p>Are you subject to any restraints in your current or future employment? Yes/No</p> <p>If yes, please give further information:</p>
<p>Have you been convicted of a criminal offence which is not a spent conviction under the Rehabilitation of Offenders Legislation? Yes/No</p> <p>If yes, please provide preliminary details, including all relevant dates:</p>
<p>Salary Expectation:</p>
<p>How much notice are you required to give to leave your present employment?</p>
<p>Have you worked for us before? Yes/No</p> <p>If yes, give details of reason for leaving:</p>
<p>Please list you interests, sports, hobbies, etc.:</p>

F. References

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be your current employer or where you are not employed, your most recent employer).

Name, Position, Address, Telephone No. and Email:	Name, Position, Address and Tel No. and Email:

Tick in box if you do not wish for your current employer to be contacted before an offer of employment is made.

DECLARATION OF APPLICANT

I confirm that the above information is correct.

I understand that any false information or deliberate omissions may cause my application for employment to be unsuccessful or in the event of employment, render me liable to dismissal.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and / or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful, the information will be used to form my HR record and will be retained for the duration of my employment and as long as is deemed necessary for the purpose of recruitment and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed..... Dated.....

Print Name.....