



Employment Application Form

Please print clearly and **complete all sections**
Attach your CV if you have one.

PERSONAL INFORMATION

Position applied for:

Surname:

Mr/Mrs/Miss/Ms:

Forenames:

Surname at Birth:
(if different)

Address:

Post Code:

Daytime telephone no:

Evening telephone no:

Mobile telephone no:

Email address:

Are you legally eligible for employment in the UK? YES/NO. If NO please give details:

If NO, would you wish us to assist you in applying for the right to work?

Do you have a FULL driving licence? YES/NO

If YES do you have any current endorsements?

EDUCATION AND TRAINING

Schools	From	To	Subjects/Exams taken and results
College/University	From	To	Courses and results
Further education and formal training	From	To	Courses and results
Do you have any other qualifications, skills, or training that is relevant to the post you have applied for:			

EMPLOYMENT HISTORY

List below both past and present employers, **beginning with your most recent**

Date		Name, Address & Telephone No of employer	Job title	Reason for leaving	Salary on leaving
From	To				

Date		Name, Address & Telephone No of employer	Job title	Reason for leaving	Salary on leaving
From	To				

ADDITIONAL INFORMATION

Please give details of, and provide an explanation for, any time when you were either not working or in full time education:

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.

If you are disabled, please give details of any special arrangements you would require to attend interview.

What days and hours are you able to work?

If offered this position, will you continue to work in any other capacity? YES/NO. If YES please give details:

On what date would you be available to work?

Where you are contracted to give NOTICE to a current employer, please specify how many weeks/months are required?

PERSONAL REFERENCES

Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.

Name:

Name:

Occupation:

Occupation:

Address:

Address:

Telephone:

Telephone:

Relationship:

Relationship:

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending convictions, whether spent or otherwise unless it is either a "protected caution" or "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify NONE.

DECLARATION

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel File and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: _____

Date: _____