

## APPLICATION FORM

PRIVATE & CONFIDENTIAL

### Employment required

Position applied for: \_\_\_\_\_

Salary expected: £ \_\_\_\_\_ per \_\_\_\_\_

Where did you hear about this vacancy? \_\_\_\_\_

Other employment interests: \_\_\_\_\_

When would you be available to start? \_\_\_\_\_

Would you work full time?  YES  NO

If part time, state days/hours: \_\_\_\_\_

If offered this position will you continue to work in another capacity?  YES  NO

Have you previously worked for us?  YES  NO If yes, when? \_\_\_\_\_

### Personal details

Full name: Title: \_\_\_\_\_ Forename(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Private telephone: \_\_\_\_\_ Business telephone: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Are you legally eligible for employment in the UK?  YES  NO

Do you have proof of eligibility to work in the UK?  YES  NO

*Note: To comply with The Asylum & Immigration Act 1966, if you are invited to attend an interview, you must bring with you evidence of your eligibility to work in the UK, preferably a document which includes your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.*

Is your ability to apply or perform the particular job for which you are applying limited in any way?

\_\_\_\_\_

\_\_\_\_\_

If so, how can we assist you in overcoming this?

\_\_\_\_\_

\_\_\_\_\_

Do you have a relevant current driving licence?  YES  NO

Please give details of any driving offences currently under endorsement:

\_\_\_\_\_

\_\_\_\_\_

*Note: If you are invited to attend an interview, and your driving licence is relevant to your application, please bring it with you.*

Give details of any unspent criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment

List below present and past employment, beginning with your most recent.

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title:				
	Describe the work you did:				
Telephone:					
Type of business					
	Reason for leaving:				

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title:				
	Describe the work you did:				
Telephone:					
Type of business					
	Reason for leaving:				

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title:				
	Describe the work you did:				
Telephone:					
Type of business					
	Reason for leaving:				

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title:				
	Describe the work you did:				
Telephone:					
Type of business					
	Reason for leaving:				

*(please use a separate sheet for further details)*



**Additional Information**

Give any further information which you think may assist us in considering your application.

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**References**

Please provide names, addresses and occupations of two referees (not relatives), preferably previous employers whom we may approach with regard to your application at an appropriate and later date after obtaining your permission

Name: _____	Name: _____
Occupation: _____	Occupation: _____
Address: _____	Address: _____
_____	_____
_____	_____
_____	_____
Telephone: _____	Telephone: _____

**I declare that to the best of my knowledge and belief the information given in this application is correct and I consent to it being held on file under the terms of the Data Protection Act 1988.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_