

# Application Form



Private & Confidential

PLEASE PRINT CLEARLY

PLEASE PRINT CLEARLY IN BLACK INK

- Complete this form fully
- Answer all questions honestly and truthfully
- Read the declaration and Data Protection Act consent
- Sign and date the form

## Post Applied For >

Where did you hear about this vacancy?

When would you be available to start?

Would you work full time?

 Yes  No

If part time, state preferred days/hours

If offered this position will you continue to have any other employment?

 Yes  No

If yes please give details

Are you willing to travel, if required as part of your employment?

 Yes  No

Do you smoke?

 Yes  No

Have you ever previously worked for us?

 Yes  No

If yes when and in what capacity

## Personal Details >

Title

Forename(s)

Surname/Family Name

Home address

Postcode

Home telephone

Work telephone

Date of birth

National Insurance no.

Are you legally eligible for employment in the UK in accordance with the Asylum and Immigration Act 1996 (see notes)

 Yes  No

Do you have proof of eligibility to work in the UK?

 Yes  No

Do you require a Work Permit to work in the UK?

 Yes  No

If so please give Work Permit number

Are there any restrictions (restrictive covenants) from your current/previous employer which will affect your ability to work for the company?

 Yes  No If yes please provide copies.

**Note:** To comply with The Asylum & Immigration Act 1996, if you are invited to attend an interview, you must bring with you at least 2 items of 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.

Are you generally in good health?  Yes  No

If No please give general details

Are you currently receiving medical treatment?  Yes  No

If Yes please give details

Please give details of your sickness absence from work during the last two years

Do you consider yourself to be disabled?  Yes  No

Do you have a current clean driving licence?  Yes  No  Private car  HGV/Commercial

If HGV/Commercial, please give class and vehicle

If applicable, please give details of any driving offences currently under endorsement

Give details of any unspent criminal convictions that you may have and are required to disclose in accordance with the exemptions from the Rehabilitation of Offenders Act 1974.

If applicable, do you consent to the Company requesting an appropriate disclosure from the Criminal Records Bureau (CRB) to obtain a certificate of any criminal records you may have?  Yes  No

**Employment History** ➤

Please list below present and past employment, beginning with your most recent. You may attach further sheets to the form if required.

Name & Address of present or most recent Employer

Tel No.  Type of business

From    To    Notice Period

Starting wage/salary  Leaving wage/salary  Full or Part Time

Temporary or Permanent  Job title

Describe your key duties and responsibilities

Reason for leaving/wishing to leave

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Name & Address of Employer

Tel No.  Type of business

From    To    Notice Period

Starting wage/salary  Leaving wage/salary  Full or Part Time

Temporary or Permanent  Job title

Describe your key duties and responsibilities

Reason for leaving

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Name & Address of Employer

Tel No.  Type of business

From    To    Notice Period

Starting wage/salary  Leaving wage/salary  Full or Part Time

Temporary or Permanent  Job title

Describe your key duties and responsibilities

Reason for leaving

Name & Address of Employer

Tel No.  Type of business

From    To    Notice Period

Starting wage/salary  Leaving wage/salary  Full or Part Time

Temporary or Permanent  Job title

Describe your key duties and responsibilities

Reason for leaving

Please describe any other relevant work you have been involved in, eg. voluntary, freelance, project work, etc.

Dates/duration	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Education, Qualifications and Training** ➤

Beginning with the most recent events, please give details of your education, qualifications and training to date.

School/Establishment/Organisation	Dates From/To	Qualifications and grades obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Skills and Experience** ➤ (Please use a separate sheet if necessary)

Outline your particular skills and experience gained in previous positions, or in activities outside of work that you feel are relevant to the post for which you are applying

**Reasons for Application** ➤

Please set out below the main reasons for your application for this post and what you believe you would bring to it

**Interests** ➤

Give details of any leisure interests or hobbies you have and the depth to which these are pursued which you feel support your application

**Any Other Relevant Information** ➤

Please give any further information which you think may assist us in considering your application

**References** ➤

Please provide details of two referees (not relatives), preferably previous employers whom we may contact with regard to your application.

Name	<input type="text"/>	Name	<input type="text"/>
Occupation	<input type="text"/>	Occupation	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Capacity known to you	<input type="text"/>	Capacity known to you	<input type="text"/>

Have you any objection to these references being obtained prior to interview?  Yes  No

**Declaration** ➤

I declare to the best of my knowledge and belief, the details I have given on the form are correct and that any misrepresentation by me be sufficient grounds for my dismissal if I am employed.

I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and agree that such checks may be made by the Company.

I give permission for my referees as quoted above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report.

**Data Protection Act 1998** ➤

I understand that the Company needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personnel records.

I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

Signed

Date

**Voluntary Information - Equal Opportunities** ➤

The Company aims to recruit staff solely on suitability for the job and merit. In order to help us monitor our commitment to equality of opportunity it would be helpful if you would complete this section. Any information provided will be used for this purpose only and treated as confidential.

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> White - European       | <input type="checkbox"/> Black - Caribbean             | <input type="checkbox"/> Black - African | <input type="checkbox"/> Black - American |
| <input type="checkbox"/> White - American       | <input type="checkbox"/> White - Australia/New Zealand | <input type="checkbox"/> Asian - Chinese | <input type="checkbox"/> Asian - Indian   |
| <input type="checkbox"/> Asian - Pakistani      | <input type="checkbox"/> Asian - Bangladeshi           | <input type="checkbox"/> White - Other   | <input type="checkbox"/> Black - Other    |
| <input type="checkbox"/> Other (please specify) | <input type="text"/>                                   |  |   |

**For Office Use Only**

Application form evaluated by  Date

**Action**

1st Stage	<b>INTERVIEW</b>	<input type="checkbox"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	or <b>REJECT</b>	<input type="checkbox"/>	or <b>HOLD</b>	<input type="checkbox"/>
2nd Stage	<b>INTERVIEW</b>	<input type="checkbox"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	or <b>REJECT</b>	<input type="checkbox"/>	or <b>HOLD</b>	<input type="checkbox"/>
3rd Stage	<b>JOB OFFER</b>	<input type="checkbox"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	or <b>REJECT</b>	<input type="checkbox"/>	or <b>HOLD</b>	<input type="checkbox"/>