



APPLICATION FOR EMPLOYMENT

(This form is to be completed in the applicant's own handwriting)

Where did you hear of the vacancy?	
Position applied for:	

PERSONAL DETAILS		
Mr/Mrs/Miss/Ms* <small>(Delete as applicable)</small>	Surname:	Previous Surname: (if applicable)
Forenames:		
Present Address:		
Post Code:		
Home Contact Tel. No:	Mobile Contact Tel. No:	
Current Day Contact Tel. No:		
Personal Email Address:		

FULL EMPLOYMENT HISTORY					
<small>(Start with your current or most recent employer, including any periods of unemployment)</small>					
NOTE: We will not contact current employers unless you have been offered and accepted a position with this Company.					
Employers Name, Address & Tel. No.	From month/year	To month/year	Job Title / Main Duties	Salary on leaving	Reason for Leaving

We are an equal opportunities employer and are committed to employment policies, procedures and practices which do not discriminate on the grounds of age, ethnic or national origin, disability, gender or marital status.

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RELEVANT EMPLOYMENT EXPERIENCES:

LEADERSHIP (Provide an example of a situation in which you have shown your leadership qualities)

TEAM WORK (Provide evidence of a relevant team working experience)

WORKING UNDER PRESSURE (Provide evidence of working under pressure to meet company deadlines)

EDUCATION

Full and part time study to be detailed (highest qualification first)

Schools/Colleges/University attended

Qualifications obtained & subject taken if relevant

PERSONAL INTERESTS & ACHIEVEMENTS

Please give brief details of interests, hobbies, etc.

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SKILLS

(Use the space below to indicate any relevant skills gained inside or outside of work)

ADDITIONAL INFORMATION

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

GENERAL INFORMATION (*Delete as applicable)

Have you worked for this Company before? If YES, Dates: From _____ To _____ Reason for leaving: _____	YES/NO*
When would you be available to start?	
Are you legally eligible for employment in this country?	YES/NO*
Do you require a work permit for this country?	YES/NO*
If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview:	
If relevant to your position: Do you hold a current driving licence?	YES/NO*
Driving licence: If you have any current endorsements what are they for?	
Do you do any other work paid or unpaid not previously declared? If yes please give details: _____	YES/NO*
Do you smoke?	YES/NO*
Are you able to fulfil the essential criteria of this job as detailed in the attached Job Guide	YES/NO*
What is your wage rate/salary expectation?	
Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state:	

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REFERENCES

Please provide the name of two people that can be contacted on your behalf to gain a work reference; normally your current and most recent employers should be given. **Your referees will not be contacted until a firm offer of employment is made and accepted by you.**

Name		Name	
Company		Company	
Job Title		Job Title	
How they are known to you:		How they are known to you:	
Company Address		Company Address	
Post code		Post code	
Company Tel No:		Company Tel No:	
Email:		Email:	

IMPORTANT: Please read carefully before signing this form. An offer of employment made by this Company is conditional upon:

1. You producing satisfactory documentary evidence of your legal right to work in the UK e.g. UK Passport or EU National Identity Card.
2. The facts given by you on this application being accurate and truthful.
3. The Company obtaining satisfactory references (including satisfactory discharge papers if ex-forces).

DECLARATION: By signing this form you authorise the Company to disclose to its insurers any of the information you have provided.

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.

Signature _____ **Date completed** _____

Please return this form to: