

Application for Employment

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Job Reference Number:

Position Applied For:

How did you hear about this vacancy? _____

A. PERSONAL INFORMATION

Full Name: Mr/Ms/Mrs/Miss	
Address:	Telephone Number (inc STD Code) Home: Mobile Business: <input type="checkbox"/> (Tick box if you do not want to be contacted at work)
Email address:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom
N.I. Number:	Do you have the right to work in the United Kingdom? Yes/No

B. EDUCATION AND QUALIFICATIONS

Qualifications, Further and Higher Education: Please give details of all further and higher education since leaving School including training courses, details of qualifications and examinations attempted and results (including and examinations failed).

Name(s) and address(as) of School(s)/College(s)	Dates		Subject/Courses studied and level	Examination Result/ Grade (include any exams failed)
	From	To		

C. EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for you have worked during the last 20 years
(continue on a separate sheet if necessary)

Name(s) and Address(as) of Employer(s)	Dates		Position Held/ Main Duties	Reason for Leaving	Start/Final Salary
	From	To			

D. SUPPLEMENTARY INFORMATION

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment
You should also include details as to why you are interested in the position and your understanding of what the role involves.

Please answer the following questions:

Please give details of any holidays arranged:

Are you currently subject to any contractual 'restraints of trade' clauses YES/NO

if Yes, please give further information:

Do you have any commitments which might limit your working hours? YES/NO

if Yes, please give further information:

Are you willing to work overtime and weekends when required YES/NO

Have you ever been convicted of a criminal offence: YES/NO

if yes, please give further information:

How much notice are you required to give to leave your present employment?

Have you worked for us before? YES/NO

If Yes, please give reasons for leaving:

Please list your interests, sports, hobbies, etc.

Do you have a current full driving licence? YES/NO

Does your licence have any current endorsements? YES/NO

If yes, please give further information:

E. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assesment of your suitability for this job. (one of these should be a previous employer).

Can we approach your present/most recent employer? YES/NO

(tick box if you do not wish your employer to be contacted before an offer of employment be made).

Reference #1	Reference #2
Name:	Name:
Position:	Position:
Address:	Address:
Tel:	Tel:
Email:	Email:

F. DECLARATION OF APPLICANT

I confirm that the information provided is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for 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 personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary 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 _____

FOR OFFICE USE ONLY

INTERVIEW RECORD

Interviewed by:

Date

Comments/Areas to Examine:

Decision:

Reject

Further Interview

Accept

(tick as applicable)

Reason for decision:

Rejection letter sent:

YES/NO

CONDITIONAL OFFER LETTER

Date Sent:

Response

REQUEST FOR REFERENCES

Date Sent:

Response

RIGHT TO WORK IN U.K.

appropriate documentary
evidence checked

Start Date:

Grade:

Job Title:

Starting Salary:

Clock Number: