

Application for Employment

Please do not leave any question blank. If necessary write 'N/A'.

Application for the post of:	
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Preferred Employment type: Please tick relevant boxes

Full Time		Part Time		W/Ends only	
Nights		Bank			

Section 1: Your Personal Details

Title	Mr Mrs Mrs Other
Forename(s)	
Middle names(s)	
Surname	
Address	

Your Contact Details

Home Tel Number	Mobile Tel Number	Date of Birth	Personal Email Address
National Ins Number		Pin Number (If Applicable)	
		Pin Expiry (If Applicable)	
Are you over 18 years of age?	Yes No		

Yes			No	
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If you have a work permit please complete the following questions:-

How many hours per week are you allowed to work

When does the work permit expire?

Also, provide details of your nationality

Emergency Contact Details/N.O.K:

Name	Relationship to you	Home Tel Number	Mobile Tel Number

Section 2: Education History

Please provide details of primary and secondary schooling, colleges and universities and dates attended.

Name of establishment	Location	Dates attended

Section 3: Qualification History

Please provide details of qualifications that you have undertaken in chronological order (i.e O levels/ GCSE's, A levels, diplomas/NVQ's, BTEC's.

Section 4: Employment History

Please list your <u>full</u> employment history including a reason for gaps in history. Please start with your current situation first:

Current

Date From	DD	ММ	YY	Date To	DD	MM	YY
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Was this position (please circle)? Full Time / Part Time

Employer/company name	Employer/company name Line mar		Postion held/job title
Address			Reason for leaving

Previous empl	oyment	t							
Date From	DD	ММ	YY		Date To	DD	ММ	YY	
Was this position	ime / Part Time								
Employer	company	name		Line m	anager		Posti	on held/jo	b title
	Address					Reaso	on for lea	ving	
Date From Was this positio	DD on (pleas	MM se circle)	YY ? Full T] ime / Part Time	Date To	DD	MM	YY	
Employer	company	name		Line m	anager		Posti	on held/jo	ob title
		Address				Reaso	on for lea	ving	
								-	
Date From DD MM YY					Date To	DD	ММ	YY	

Was this position (please circle)? Full Time / Part Time

Employer/company name	Line manager	Postion held/job title
Address		Reason for leaving

Date From	DD	ММ	ΥΥ	Date To	DD	ММ	YY	
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Was this position (please circle)? Full Time / Part Time

Employer/company name	Line m	anager	Postion held/job title
Address			Reason for leaving

Previous employment								
Date From	DD MM Y	Y	Date To	DD	MM	YY		
Was this position (please circle)? Full Time / Part Time								
Employer	/company name	Line m	anager		Posti	on held/jo	ob title	
				Deee				
	Address		Reason for leaving					
Date From	DD MM Y	Y	Date To	DD	ММ	YY		
Was this position	on (please circle)? Fu	ull Time / Part Time						
Employer	/company name	Line m	anager		Posti	on held/jo	ob title	

Address	Reason for leaving

Date From	DD	ММ	YY	Date To	DD	MM	YY
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Was this position (please circle)? Full Time / Part Time

Employer/company name	Line m	anager	Postion held/job title
Address			Reason for leaving

Date From	DD MM YY	Date To	DD	MM	YY
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Was this position (please circle)? Full Time / Part Time

Employer/company name	Line m	anager	Postion held/job title
Address			Reason for leaving

How much notice are your required to give your current employer? Please circle:

1wk	2wks	3wks	4wks

If not applicable provide date available to work /.....

 Are you currently under disciplinary investigation, or, have you been subject to a disciplinary matter in the last 2 years?
 Yes
 No

 Have you been dismissed from any previous employment?
 Yes
 No

If you have answered 'Yes' to any of the above questions, please give more details below:

Section 5: Personal Referee:

Please give details of someone who would be happy to provide you with a personal reference • This person must not be a relative

Full name and title:	
Telephone Number:	
Address line 1:	
Address line 2:	
Town/city:	
Postcode:	

Section 6: Employer/s Reference:

Please give details of your most recent employer/s: (2 x employer references required preferably.)

Full name, title and company:	
Telephone Number:	
Address line 1:	
Address line 2:	
Town/city:	
Postcode:	
Full name, title and company:	
Telephone Number:	
Address line 1:	
Address line 2:	
Town/city:	
Postcode:	

Section 7: Criminal cautions/convictions and DBS check

Please note that because of the nature of the work for which you are applying this post is exempt from the provisions of 'The Rehabilitation of Offenders Act 1974 (Exemption Order 1975)'.

You are therefore not entitled to withhold any information about convictions and any information given will be kept in strictest confidence.

To enable us to complete the employment process we will need to undertake a DBS/POVA check. **Please ensure you answer the questions below:**

Have you any criminal cautions?	Yes		No	
Have you any criminal convictions?	Yes		No	
Do you currently have any pending convictions?	Yes		No	

If you have answered 'Yes' please provide further details in Section 8 (additional information)

Section 8: Additional Information				

Section 9: Any furthe	r information to s	support your	application (i.e	e. supporting evidence)
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I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN IS TRUE AND I UNDERSTAND THAT EMPLOYMENT WILL BE CONSIDERED SUBJECT TO THE

PARTICULARS BEING CORRECT.

Full name		Signature:	
Date	/ /		