

# APPLICATION FOR EMPLOYMENT

**PRIVATE AND CONFIDENTIAL**

*Please complete in BLOCK CAPITALS*

Job Reference Number:  Applicant Reference Number:

Position applied for

How did you hear of this vacancy? (include date) .....

**A. PERSONAL PARTICULARS**

Full Name: Mr/Ms/Mrs/Miss	
Address:	Telephone Number: (Including STD Code)  Home:  Business: (Tick box if you do not want to be contacted at work). <input style="float: right; width: 30px; height: 20px;" type="checkbox"/>
N.I. Number:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview. Do you have the right to work in the United Kingdom. Yes/No

**B. EDUCATION AND QUALIFICATIONS** Please give details of examinations attempted and results (including any examinations failed).

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

**C. EMPLOYMENT HISTORY** Please detail your previous employment beginning with your present or last employer and work backwards.

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

**D. SUPPLEMENTARY INFORMATION**

Are you in good health? If no, please give further information:	Yes/No
Do you have any disabilities which may affect your application? If Yes, are there any reasonable adjustments, which you feel, should be made to the Recruitment process to assist you in your application for the job?	Yes/No
Are you prepared to undergo a medical examination prior to employment?	Yes/No
Have you been convicted of a criminal offence which is not a spent conviction under the Rehabilitation of Offenders Legislation? If yes, please provide preliminary details, including all relevant dates:  Depending upon the nature of the vacancy for which you are applying, employment may be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau. Information received will be treated in the strictest confidence and will generally be retained by the Organisation for a period of 6 months or for as long as is deemed necessary. A criminal record will not necessarily be a bar to obtaining employment with the Organisation.	Yes/No
Do you have a current full driving licence? (Please list any current endorsements)	Yes/No
Are you willing to work overtime and weekends when required?	Yes/No
Can we approach your present/most recent employer for a reference.	Yes/No

**DECLARATION OF APPLICANT**

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will cause my application for employment to be unsuccessful or, in the event of employment, render me liable to 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 and as long as is deemed necessary thereafter. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary for the purpose of recruitment 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 ..... Date .....

**FOR OFFICE USE ONLY**

**INTERVIEW RECORD**

Interviewed by:	Date:
Interviewer's report and reasons for decision as indicated below:	
Decision:            Reject <input type="checkbox"/> Further Interview <input type="checkbox"/> Accept <input type="checkbox"/>	
(tick as applicable)	
Rejection letter sent:	

**APPOINTMENT RECORD**

(To be completed where there has been an offer of employment)

<p><b>CONDITIONAL OFFER LETTER:</b></p> <p>Date sent:</p> <p>Response:</p> <p>Acceptance/Refusal/No Reply</p>	<p><b>REQUESTS FOR REFERENCES:</b></p> <p>Date sent:</p> <p>Response:</p> <p>Good/Satisfactory/No Reply/Suspect/Unsuitable</p>
<p><b>RIGHT TO WORK IN UK:</b></p> <p>Appropriate documentary evidence checked.</p>	