

# APPLICATION FOR EMPLOYMENT

## PRIVATE & CONFIDENTIAL

Please complete fully, if completing by hand please do so in **black** ink and **block** capitals. Incomplete application forms may be rejected at short-listing stage.

Reference No:		To be returned by:	
Position applied for:			

### PERSONAL DETAILS

Title:	First Names:	Surname (Block Letters):
Home Address:		
Home/ Mobile/Work Telephone Number (s):		
E-mail Address:		
Current Driving Licence: YES/NO	Own Transport: YES/NO	
Currently Employed: YES/NO	Notice Required:	

### EDUCATION

Dates		Qualification Level	Examinations taken, results obtained, subjects passed, scholarships and prizes
From	To		

**ADDITIONAL TRAINING / PROFESSIONAL QUALIFICATIONS**

Dates		Awarding Body	Course title and content	Result
From	To			

**EMPLOYMENT HISTORY**

Please list all your work history since completing full-time education, beginning with your present or most recent position.

**CURRENT EMPLOYMENT**

Dates		Name of employer, address and nature of business	Position and main responsibilities	Reason for wanting to leave
From	To			

**EMPLOYMENT HISTORY**

Please list all your previous work history beginning with your next most recent etc.

Dates		Name of employer, address, and nature of business	Position held and brief details of duties	Reason for leaving and leaving salary
From	To			

Please continue on a separate sheet if necessary, using the same format as above

N.B. - All gaps in employment history must be accounted for

**SHORTLISTING CRITERIA**

The information provided in this section will be used to assess your application at the short-listing stage, Please use the space below to demonstrate how you meet the essential & desirable criteria specified in the advertisement.

## REFERENCES

Please give the names of two referees, (not relatives) both of whom should be familiar with your work, one of which should normally be your current/or most recent employer and the other a previous employer.

Name: Address:  Tel. No.: Email Address: Occupation: Do we have your permission to contact this referee: • At any time *Y / N • Only when a provisional job offer has been made *Y / N * Please delete as appropriate	Name: Address:  Tel. No.: Email Address: Occupation: Do we have your permission to contact this referee: • At any time *Y / N • Only when a provisional job offer has been made *Y / N * Please delete as appropriate
Have you ever previously been employed by this company? <span style="float: right;">YES/NO</span> (If Yes please give details)	
Next of Kin: Name: Address: Home Telephone:	Relationship:  Mobile Telephone:

## ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use this space for details of any hobbies/interests, and any other information you consider relevant:				
Please give the dates, if applicable, of any holiday commitments or dates not available for interview:  <table style="width: 100%;"> <tr> <td style="width: 50%;">From: ..... / ..... / .....</td> <td style="width: 50%;">To: ..... / ..... / .....</td> </tr> <tr> <td>From: ..... / ..... / .....</td> <td>To: ..... / ..... / .....</td> </tr> </table>	From: ..... / ..... / .....	To: ..... / ..... / .....	From: ..... / ..... / .....	To: ..... / ..... / .....
From: ..... / ..... / .....	To: ..... / ..... / .....			
From: ..... / ..... / .....	To: ..... / ..... / .....			
Do you require any reasonable adjustments through out the recruitment process?				

**A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.**

**Data Protection Act**

I understand that the data contained in this application form and the "sensitive personal data" on the attached monitoring form will be retained on file and may be processed by the Company for use in connection with this application for employment, or to comply with any requirement of statutory legislation in order for the Company to comply with its legal obligations, and I hereby agree to any such processing by the Company. The Company will ensure that I am safeguarded against the possible misuse of any personal information about me that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection legislation and will be on a "need to know" basis only.

I declare that to the best of my knowledge and belief all the foregoing statements are true and complete.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**CANVASSING WILL DISQUALIFY**

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

**PRIVATE AND CONFIDENTIAL**

Reference No:	
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**EQUALITY OF OPPORTUNITY**