



APPLICATION FORM
PRIVATE & CONFIDENTIAL

PLEASE PRINT CLEARLY USING BLACK INK

Employment sought

Position applied for: _____

Salary Expected: £ _____ per _____

Where did you hear about this vacancy? _____

Other employment interests: _____

When would you be available to start? _____

Would you work full time? Yes No

If part-time, state days / hours: _____

If offered the position, will you continue to work in any other capacity? Yes No

Have you previously worked for us? Yes No If yes, when? _____

Personal Details

Full Name: Title: _____ Forename(s) _____ Surname _____

Home address: _____

Post Code: _____ Email: _____

Private telephone: _____ Mobile: _____ Work: _____

Date of Birth: _____ N.I. Number: _____

Are you legally eligible for employment in the UK? Yes No

Do you require a work permit to work in the UK? Yes No

Is your ability to perform the particular job for which you are applying limited in any way?

If so, how can we overcome this?

Do you have a relevant current driving licence? Yes No

Please give details of any driving offences currently under endorsement:

Have you ever been disqualified from working with children? If yes, please provide details.

Give details of any unspent criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974). _____

Employment

List below your **full** employment history, beginning with your most recent. Please use a separate sheet if necessary.

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			Per	Per	
	Job Title:				
	Describe the work you did:				
Tel:					
Type of business:					
Reason for leaving:					

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			Per	Per	
	Job Title:				
	Describe the work you did:				
Tel:					
Type of business:					
Reason for leaving:					

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
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Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			Per	Per	
	Job Title:				
	Describe the work you did:				
Tel:					
Type of business:					
Reason for leaving:					

Additional Information

Give any further information which you think may assist us in considering your application.

References

Please provide names, addresses and occupations of two referees (not relatives), preferably previously employers whom we may approach with regard to your application at an appropriate and later date after obtaining your permission.

Name: _____

Name: _____

Occupation: _____

Occupation: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

I declare that to the best of my knowledge and belief the information given in this application is correct.

Signature: _____

Date: _____

For Office Use Only

Application for evaluated by: _____ Date: _____

Comments: _____

Action:

1st Stage INTERVIEW Date: _____ or REJECT or HOLD

2nd Stage INTERVIEW Date: _____ or REJECT or HOLD

3rd Stage JOB OFFER Date: _____ or REJECT or HOLD

Offer Details:
