

EMPLOYMENT
APPLICATION FORM

Name

Position sought

SECTION 1: PERSONAL DETAILS			
Title: Surname:		Forenames:	
Maiden Name (if appropriate):			
Home Address:			
			Postcode:
Previous Address (if current address is less than 3 years):			
			Postcode:
Home Tel No:		Business Tel No:	
Mobile Tel No:		Email Address:	
Nationality:			
Where did you find out about us?			
SECTION 2: EMPLOYMENT DETAILS			
Indicate current status <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed			
Current Employer:		Date Joined:	
Position held:		Date Left:	
Brief job description:			
Current/leaving salary:		Reason for seeking a new post:	
Previous Employment Details			
Company Name	Job Title	Employment Dates	Reason for Leaving

SECTION 3: QUALIFICATIONS

Please give details of your qualifications and/or training courses attended:

SECTION 4: SPECIAL INTERESTS AND HOBBIES

SECTION 5: PERSONAL STATEMENT

Please set out below the strengths you feel you would bring to this post and the reasons why you feel you would be a suitable appointment:

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SECTION 6: OTHER INFORMATION

PLEASE TICK RELEVANT BOX

	YES	NO
1. Have you ever been convicted of a criminal offence?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have any criminal charges pending?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have any outstanding County Court Judgments against you or have ever declared yourself bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>

3a. If yes, please give details in the space below and attach an additional sheet if required:

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SECTION 6 Cont': OTHER INFORMATION	YES	NO
4. Have you ever been dismissed from employment for a reason other than redundancy?		
5. Have you ever been suspended or subject to disciplinary action in any post you have held?		
6. Do you require a work permit to take up employment in the UK?		
7. Do you possess a current full driving licence entitling you to drive a car in the UK?		
10. Do you have any endorsements on your licence?		
11. Do you have any relationships with existing staff members or contractors, i.e. parent, child, partner etc?		

If you have TICKED any of the shaded boxes, please specify:

SECTION 7: PREVIOUS APPLICATIONS	YES	NO
Have you made any previous applications or previously been employed by the Company? If yes, please provide details:		

SECTION 8: REFERENCES

Please give full details of three referees whom we may approach after first obtaining your permission. Please note, one referee must be your present or most recent employer and your character reference must not be a family member

Name: (Current Employer)	Occupation:
Company:	Tel No:
Address:	Fax No:
Post Code:	Email:

Name:
(Previous Employer)

Occupation:

Company:

Tel No:

Address:

Fax No:

Post Code:

Email:

Name:
(Personal Reference)

Occupation:

Company:

Tel No:

Address:

Fax No:

Post Code:

Email:

Prior to your written authorisation, are you happy for us to approach your referees immediately? **YES/NO**

Applicant's Declaration:

Depending upon the nature of the role, I understand that you reserve the right to perform a County Court Judgement check to which I consent.

I confirm that to the best of my knowledge the information provided in this document is true and correct and understand that this may form the basis of an offer of employment. I understand that the Company may use the information contained in this form for the purposes of monitoring its equal opportunities policy and the effectiveness of its recruitment and consent to this use. This application form contains personal data, I agree that the company may collect, hold and process (electronically or manually) employment related personal data for the purposes of administering this application and processing references. I explicitly agree that the Company can collect, hold and process any employment related sensitive personal data disclosed in references or in this application from (eg information on racial/ethnic origin or health issues or criminal convictions) for the purposes of administering this application and references and managing the Company's Equal Opportunities Policy.

Signed:

Print Name:

Dated: