

# EMPLOYMENT APPLICATION FORM

Name

---

Position sought

---

**SECTION 1: PERSONAL DETAILS**

Title:                      Surname:    Forenames:

Home Address:

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  Employed  Unemployed  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:


**SECTION 6: HEALTH/MEDICAL AND OTHER INFORMATION**

<b>PLEASE TICK RELEVANT BOX</b>	<b>YES</b>	<b>NO</b>
1. Have you been absent from work through ill health or injury for more than 5 days in the last 12 months?		
2. Have you ever been convicted of a criminal offence?		
3. Do you have any criminal charges pending?		
4. Do you have any outstanding County Court Judgements against you?		

4a. If yes, please give details in the space below and attach an additional sheet if required:

SECTION 6 Cont: HEALTH/MEDICAL AND OTHER INFORMATION	YES	NO
5. Have you ever been dismissed from employment for a reason other than redundancy?		
6. Have you ever been suspended or subject to disciplinary action in any post you have held?		
7. Do you require a work permit to take up employment in the UK?		
8. Do you possess a current full driving licence entitling you to drive a car in the UK?		
9. Do you have any endorsements on your licence?		
10. Are you currently undergoing a course of treatment for a medical condition?		
11. Do you suffer from any disability, which may make it difficult for you to perform the role for which you are applying?		
12. Do you suffer from any disability, which would require any special arrangements for an interview?		
13. 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 details of three referees whom we may approach after first obtaining your permission.

Name: <b>(Current Employer)</b>	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: .....