

APPLICATION FOR EMPLOYMENT

Confidential Record

All applicants who meet the requirements advertised will be given fair and equal consideration, regardless of race, sex, colour, creed, nationality, ethnic origin, marital status, sexual orientation, religion, age or disability.

This form must be completed fully and honestly. If not applicable please write "Not Applicable" in the space provided.

APPLICATION DETAILS

POSITION APPLIED FOR (JOB TITLE)	
DATE OF APPLICATION	
WHERE DID YOU SEE THE POSITION ADVERTISED?	

PERSONAL DETAILS

TITLE	Mr / Ms / Mrs / Miss*	NATIONALITY	
FORENAME			
SURNAME			
HOME ADDRESS	CURRENT ADDRESS (IF DIFFERENT)		
TELEPHONE NO.			
MOBILE NO.			
E-MAIL ADDRESS			

* Delete as appropriate

If you are not an EC citizen does any endorsement on your passport restrict your time or employment in the UK?

Yes No

If yes please give details:

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Do you have a disability?

Yes No

Is there any special equipment or facilities the Company could provide which would assist you in carrying out the job? (Please give details)

EDUCATION & QUALIFICATIONS (starting with most recent)

FROM – TO <small>(Month/Year)</small>	INSTITUTION <small>(Name & Address)</small>	TITLE OF AWARD <small>(e.g. Degree/PhD. Etc)</small>	RESULTS <small>(Achieved/Expected)</small>

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#)? The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Yes No

If yes please provide details:

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Health – Any offer of employment will be conditional on confirmation of your medical suitability for employment. Are you in good health?

Yes No

If no please provide details:

Number of days sickness absence in last two years:

EMPLOYMENT EXPERIENCE (starting with most recent)

Company:	Present/final salary:
Address:	Other forms of remuneration/benefits:
Nature of business:	Notice period:
Employment dates:	Most recent position held & nature of duties:
Reasons for leaving:	Previous positions (with dates)

Reference: Name and position (***this will not be taken up without your express permission***)

Company:	Reasons for leaving:
Address:	
Nature of business:	
Employment dates:	

Reference: Name and position (***this will not be taken up without your express permission***)

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Company:	Reasons for leaving:
Address:	
Nature of business:	
Employment dates:	
Reference: Name and position (<i>this will not be taken up without your express permission</i>)	

PERSONAL INTERESTS & ACHIEVEMENTS

(Use the space below to list any spare time activities)

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WHAT ATTRACTS YOU TO WORKING AT THIS COMPANY?

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WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY?

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WHEN WOULD YOU BE AVAILABLE TO START?

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DECLARATION

I authorise the Company to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge all the information I have given is true and complete. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent for my personal information to be processed in relation to my application for employment in line with the requirements of the Data Protection Act. I understand the information given in this form will only be used by the Company in relation to my application for employment. By signing this declaration I am giving my express consent for you to retain and process this information under the Data Protection Act 1998.

Signature:

Date:

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SKILLS SHEET PLEASE TICK THE RELEVANT BOXES

Excel Beginner Intermediate Advanced

Word Beginner Intermediate Advanced

Outlook Beginner Intermediate Advanced

Powerpoint Beginner Intermediate Advanced

Database Please name type used _____

Languages French German Italian Other

Please list any other skills that you feel are appropriate:

1. _____
2. _____
3. _____
4. _____
5. _____