

# APPLICATION FORM

PLEASE PRINT IN BLOCK CAPITALS



The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the company may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business purposes. Where this happens, processing, whether by means of a computer or otherwise, will take place in accordance with the terms of the Data Protection Act. By signing this form you will be providing the company with your consent to these users

## 1 POST APPLIED FOR

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## 2 PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms/Other)	Forename(s)				
Surname/Family Name					
Address					
Tel no.	National Insurance No.				

## 3 GENERAL INFORMATION

Do you hold a clean driving license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, list endorsements
Have you applied to or been employment by this company before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, please give job titles, dates and reasons for leaving			

## 4 EDUCATION

Please list all educational qualifications obtained GCSEs GNVQs, A Levels, degrees etc\*

Secondary School/College/University etc	From/To	Qualification(s) obtained	Subject(s)	Grade (if applicable)

\* The company will require sight of the original certificates for all qualifications etc required

## 5 SKILLS & QUALIFICATIONS

Please give details of all relevant specialist training courses attended , qualifications, awards, diplomas and licenses etc obtained.  
Please specify when awarded, organising body and grades\*


## 6 HEALTH

Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the post? Such information is also required so that any reasonable adjustments may be considered.

Please state how many days off work you had during the last 12 months	
Are you willing to have a medical examination if required	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 7 PRESENT (LAST) EMPLOYMENT

Employer (and location)		
Nature of Business	Full or Part Time	
Job Title	Permanent/Temporary	
Summarise the nature of your work and job responsibilities/achievements (if relevant)		
Date joined Company	Date left or notice period	
Reason for leaving	Salary/Wage on leaving	

Employer (and location)		
Nature of Business	Full or Part Time	
Job Title	Permanent/Temporary	
Summarise the nature of your work and job responsibilities/achievements (if relevant)		
Date joined Company	Date left or notice period	
Reason for leaving	Salary/Wage on leaving	

## 8 RELEVANT EXPERIENCE AND OTHER INFORMATION

Please provide any further information and/or details of any relevant knowledge, experience or personal qualities in support of your application.

This information, where relevant to the post, will be used in assessing your application. Additional sheets or other supporting documents may be achieved

## 9 REFERENCES

Please give details below (name, address, position, contact no. if known) to two persons who are willing to give you a reference (one of which should be your present or last employer, if applicable)

Have you any objections to the references being obtained prior to interview? Yes  No

1.	2.

References will be obtained and their authenticity checked if you are to be offered the appointment.

## 10 DECLARATION

I declare that to the best of my knowledge and belief, all particulars and information I have given are complete and true.

I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and/or render me liable to dismissal.

I understand that any job offer is subject to satisfactory references and a probationary period and (if the company believes it appropriate) a satisfactory medical report.

Signed	Date
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Note: The company reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for us to undertake such checks and confirming that you will co-operate with any such investigations.

## 11 EQUAL OPPORTUNITIES

The company is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit.

In order to monitor the effectiveness of this commitment, it would be helpful if you would complete this section. Any information you provide will be used for this purpose only and will be treated as confidential.

I would describe my ethnic origin as (please tick):

African	<input type="checkbox"/>	Afro-Caribbean	<input type="checkbox"/>	Asian (China/SE Asia)	<input type="checkbox"/>	Asia (Indian sub-continent)	<input type="checkbox"/>
European	<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>	_____			

## 12 OTHER INFORMATION

Are you currently eligible for employment in the UK	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What relevant document will you be able to provide in order to demonstrate this eg British passport, birth certificate, P45, payslip etc. showing authorisation to work and reside in the UK		
If not currently eligible, please explain		
How/where did you learn of this vacancy?		

## 13 NOTES