

Application for Employment

To be completed in your own handwriting.

Personal Information:			
Title:	Forename(s):	Surname:	
Address:			
Post Code:		Home Tel No:	
Mobile Tel No:		Email Address:	
<i>If you are invited for an interview, you will be asked to bring with you documentary evidence of your eligibility to live and work in the UK</i>			
Position Applied for:			
<i>If you are applying for a Driving role – please list the classes of vehicle you hold a current licence for:</i>			
Do you hold a DQC Card? YES / NO			
Have you any endorsements on your licence(s)? YES / NO <i>If Yes, please give details</i>			

General Education (please give details of schools attended in date order):			
Dates (Month / Year)		Name & Address of School (secondary education only)	Type of School
From	To		
Further Education (please give details of colleges / universities attended in date order):			
Dates (Month / Year)		Name & Address of Organisation	Subject studied
From	To		

Examination Results / Professional Qualifications Obtained:			
Date (M/Y)	Subject	Examination Level	Grade

If you need more space to answer any of the questions, please use the NOTES section on Page 4

Details of Present Employment:	
Your Job Title:	Start Date:
Company Name & Address:	
Nature of Business:	No of Employees:
Main Duties:	
Final Remuneration:	Reason for Leaving

If you need more space to answer any of the questions, please use the NOTES section on Page 4

Details of Previous Employment – in date order (most recent first):		
Your Job Title:	Start Date:	Finish Date:
Company Name & Address:		
Nature of Business:	No of Employees:	
Main Duties:		
Final Remuneration:	Reason for Leaving	

Your Job Title:	Start Date:	Finish Date:
Company Name & Address:		
Nature of Business:	No of Employees:	
Main Duties:		
Final Remuneration:	Reason for Leaving	

Your Job Title:	Start Date:	Finish Date:
Company Name & Address:		
Nature of Business:	No of Employees:	
Main Duties:		
Final Remuneration:	Reason for Leaving	

If you need more space to answer any of the questions, please use the NOTES section on Page 4

General:

What are your main interests, hobbies or sports?

To which clubs or societies do you belong?

Do you have any other employment (including part time or night work) that you intend to continue? **YES / NO**
If Yes, please give details

Have you ever been dismissed from employment? **YES / NO** *If Yes, please give details*

Have you ever been convicted of a criminal offence? **YES / NO** *If Yes, please give details*
(Declaration subject to the Rehabilitation of Offenders Act 1974)

Do you have any other commitments which may limit your working hours? **YES / NO** *If Yes, please give details*

Computers / Information Technology – please summarise your level of competency:

Practical skills – please summarise job skills acquired / specialist training received:

Please give details of any training courses you intend to pursue:

Do you speak any Foreign Languages? **YES / NO** *If Yes, please give details by proficiency*
Please include your proficiency of reading / speaking English if you are not a UK citizen.

What qualities do you have which most suit you to the job you are applying for?

Availability:	
When would you be available for Interview?	
If you have a disability, please tell us about any adjustments that we may need to make to assist you at interview	
If offered a position, when could you start work?	
Do you have any holiday commitments in the next 6 months?	
Do you have any Parental Leave commitments?	
Have you previously taken any Parental Leave?	

How did you hear of this vacancy?	
Do you know anyone in our employment?	
Have you previously worked for us? YES / NO <i>If Yes please provide dates /name of Line Manager</i>	

References (persons not related to you who can vouch for your work experience and character)			
Work Experience	Name & Address	Character	Name & Address
Tel No:		Tel No:	
Can this referee be contacted now? YES / NO		Can this referee be contacted now? YES / NO	

Notes:

Declaration (please read carefully, then sign and date your application)	
<i>I confirm that the above information is correct and I consent to it being processed for the purpose of recruitment. I also understand that any misleading statements may be sufficient grounds for cancelling any agreements made, and that questions left unanswered may be discussed at any interviews arising from this application.</i>	Applicant Signature
	Date