



Application for Employment

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Position applied for:	Today's date:
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How did you hear of this vacancy? (include date) _____

A. PERSONAL PARTICULARS

Surname:	Forename:	Title:
Address:	Telephone Number (including STD Code)	
	Home:	
	Mobile:	
	Business: (Tick box if you do not want to be contacted at work). <input type="checkbox"/>	
Post Code:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.	
e-mail address:	Do you have the right to work in the United Kingdom? Yes/No	
N.I. Number:		

B. DRIVING LICENCE DETAILS

Driving Licence No:	
Date Passed Test:	
Categories:	
Do you have any current endorsements: If yes, please give details	Yes/No

C. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of school and work related courses/certificates/exams attempted and results (including any examinations failed)

Name(s) and Location of School(s)/College(s) /Training Provider(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

D. EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years:

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From	To			

E. SUPPLEMENTARY INFORMATION

Have you ever been convicted of a criminal offence? (which is not a spent conviction under the Rehabilitation of Offenders Legislation) If Yes, please give details:	Yes / No
Are you willing to work overtime and weekends when required?	Yes / No
Are there any restrictions on hours/days you can work? If yes, please give details	Yes / No

F. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

Name, Position, Address and Telephone Number	Name, Position, Address and Telephone Number

DECLARATION OF APPLICANT

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: _____ Dated: _____

FOR OFFICE USE ONLY

INTERVIEW RECORD

Interviewed by: _____

Date: _____

Interviewer's report and reasons for decision as indicated below:

Decision:

Reject

Further
Interview

Accept

(Tick as applicable)

Rejection letter sent:

Yes / No

APPOINTMENT RECORD (To be completed where there has been an offer of employment).

CONDITIONAL OFFER LETTER

Date sent:

Response:

Acceptance/Refusal/No reply

REQUESTS FOR REFERENCES

Date sent:

Response:

Good/Satisfactory/No Reply/Suspect/Unsuitable

RIGHT TO WORK IN U.K.

Appropriate documentary evidence checked.