

## Job Application Form

Title of post applied for:		Job Ref:	
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Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

### Confidential

#### 1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		Initials:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address:		Tel No (home):	
Post Code		Tel No (mobile):	
		Nat. Insurance No:	
E-Mail address:			
Driving Licence Number			
Do you have any current points on your licence? (If yes please give details)			
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of the post?			

## 2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(We retain the right to request original documents as proof of qualification.)

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Professional Qualifications currently held: how obtained, grade and date

Other relevant Educational or Training Courses, with dates

### 3. PRESENT POST or LAST PAID EMPLOYMENT

Title of Post:		Salary:	
Name of Employer:		Business of Employer:	
Address:	Date Commenced:		
	Date Ended (if applicable):		
Postcode:			
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are available for interview:			

#### 4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary – all gaps in employment history must be accountable.)

Name and Address of Employers	Position held including start and end date	Reason for leaving	Final salary
Description of duties:			

Name and Address of Employer			
Description of duties:			

Name and Address of Employer			
Description of duties:			

Name and Address of Employer			
Description of duties:			

**5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB. (Please complete this section in your own handwriting.)**

## 6. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant.)

### Disabilities

If selected for interview, do you require any special arrangements to be made on account of a disability?

Yes  No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010:

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Have you any convictions that are not spent under Rehabilitation of Offenders Act?

Yes  No

If Yes, please provide further details:

As this post is covered by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975, both spent and unspent convictions must be declared

**7. REFERENCES – (We will require two references one of which must be employment related to last last paid employment)**

**Referee 1**

**Referee 2**

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Postcode		Postcode	
Tel No:		Tel No:	
E-mail address:		E-mail address:	

Please note we do not take up references unless the a position is offered and you accept.

**8. DECLARATION**

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:

Date:

Name:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.