*A picture containing logo

Description automatically generated*

### Application for Employment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. PERSONAL DETAILS | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Surname: | | | |  | | | Title: |  | | First Name(s): | | | | | |  | | | | |  |
| Home Address: | | | |  | | | | | | Nationality: | | | | | |  | | | | |  |
|  | | | |  | | | | | | Email address: | | | | | |  | | | | |  |
|  | | | |  | | | | | | Home Tel No: | | | | | |  | | | | |  |
| Postcode | | | |  | | | | | | Daytime Tel No: | | | | | |  | | | | |  |
| Date of birth | | | |  | | | | | | Mobile: | | | | | |  | | | | |  |
| Are you legally eligible for employment in the UK? | | | | | | | | | | Yes / No | | | | | | | | | | | |
| Do you require a work permit to work in the UK? | | | | | | | | | | Yes / No | | | | | | | | | | | |
| *Please submit a copy of the documentation to prove your right to work in the UK and a copy of your passport, driving licence ND National Insurance Card with your application* | | | | | | | | | | | | | | | | | | | | | |
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| **2. REFERENCES** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Please provide names, addresses and occupations of two referees (not relatives), preferably a previous employer and a personal references, whom we may approach with regard to your application. We will contact you before taking up any references. | | | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | Name: | | |  | | | | | | | | |  |
| Address: |  | | | | | | | | Address: | | |  | | | | | | | | |  |
|  |  | | | | | | | |  | | |  | | | | | | | | |  |
|  |  | | | | | | | |  | | |  | | | | | | | | |  |
| Email address: |  | | | | | | | | Email address: | | |  | | | | | | | | |  |
| Telephone No: |  | | | | | | | | Telephone No: | | |  | | | | | | | | |  |
| Occupation: |  | | | | | | | | Occupation: | | |  | | | | | | | | |  |
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| **3. HOBBIES AND INTERESTS** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **4. APPLICATION DETAILS** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Position Applied for: | | | | | |  | | | | | | | | | | | | | | |  |
| Date available to commence work: | | | | | |  | | | | | | | | | | | | | | |  |
| Have you been employed by us before? | | | | | | Yes / No If yes please provide dates | | | | | | | | | | | | | | |  |
| A DBS Check is required for this post – Please confirm you are willing to undergo this check. | | | | | | | | | | | | | | |  | | Yes / No | | | |  |
| Please give details of any criminal convictions that you may have: | | | | | | | | | |  | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | |
| 5. QUALIFICATIONS | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Qualifications | | | | | | | | | | | | | Year Taken | | | | | | Results | | |
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| 6. TRAINING | | | | | | | | | | | | | | | | | | | | | |
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| Training – please list courses which are relevant to this position | | | | | | | | | | | | | | | | | | | | | |
| Course | | | | | | | | | | | Dates | | | | | | | Organising body | | | |
|  | | | | | | | | | | |  | | | | | | |  | | | |
| **7. EMPLOYMENT – List below your present and past employment, starting with the most recent** | | | | | | | | | | | | | | | | | | | | | |
| Name of employer | | | | |  | | | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | |
| Town/Postcode | | | | |  | | | | | | | | | | | | | | | | |
| Telephone | | | | |  | | | | | | | | | | | | | | | | |
| Contact name | | | | |  | | | | | | | | | | | | | | | | |
| When were you employed (From and to) | | | | |  | | | | | | | | | | | | | | | | |
| Job Title | | | | |  | | | | | | | | | | | | | | | | |
| Reasons for Leaving | | | | |  | | | | | | | | | | | | | | | | |
| Responsibilities and brief description of the position | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Name of employer | | | | |  | | | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | |
| Town/Postcode | | | | |  | | | | | | | | | | | | | | | | |
| Telephone | | | | |  | | | | | | | | | | | | | | | | |
| Contact name | | | | |  | | | | | | | | | | | | | | | | |
| When were you employed (From and to) | | | | |  | | | | | | | | | | | | | | | | |
| Job Title | | | | |  | | | | | | | | | | | | | | | | |
| Reasons for Leaving | | | | |  | | | | | | | | | | | | | | | | |
| Responsibilities and brief description of the position | | | | |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| 8. THE POSITION | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Please tell us why you have applied for this job and why you think you are the best person for the job. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **9. Dates for interview** | | | | | | | | | | | | | | | | | | | | | |
| Please tell us if there are any dates when you will not be available for interview. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| 10. Disability | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| If you have a disability please tell us about any adjustments we may need to make to assist you at interview. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| 11. DECLARATION | | | | | | | | | | | | | | | | | | | | | |
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| I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal. | | | | | | | | | | | | | | | | | | | | | |
| Signature: | | |  | | | | | | | | | | | | | | | | |  | |
| Name: | | |  | | | | | | | | | | | | | | | | |
| Date | | |  | | | | | | | | | | | | | | | | |
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*Please use additional paper, if required, clearly marked with the relevant section number(s).*