



## APPLICATION FORM

**POSITION APPLIED FOR.....**

(The following information will be treated in the strictest confidence)

### PERSONAL

Name in full :	
Address :	
Email Address :	
Contact Tel Num :	Mobile Number : Email:
Driving Licence : Yes / No	Licence Number
National Insurance Number	
Are you involved in any activity, which might limit your availability to work your working hours?	Yes / No
If yes please give full details	
Are you subject to any restrictions or covenants, which might restrict your working activities?	Yes / No
If yes please give full details	
Are you willing to work overtime and weekends if required?	Yes /No
Please give details of any hours that you are unable to work:	
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?	Yes / No
If yes please give full details	
Have you worked for this business before?	Yes /No
If yes please give full details	
Have you applied for employment with this business before?	Yes / No
Do you need a work permit to take up employment in the UK ?	Yes / No
How much notice are you required to give to your employer?	

**EDUCATION**

Schools attended since age 11	From	To	Examinations and results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma /Qualification
Job related Training Courses Name of Organisation	Date		Subject

Please give details of me membership of any technical or professional associations:


Please list languages spoken and the level of competence:


## EMPLOYMENT HISTORY

Please give full details of your employment since leaving full time education, excluding your present or last employer, and stating the most recent first. In addition please provide a full account of any intervals in your employment history , if any here.

Name and address of employer	Dates	Position held /Main duties	Reason for leaving

### Present or last employer

Are you currently employed?

Yes /No

Name of present or last employer		
Address :		
Telephone Number :		
Nature of business :		
Job title and brief description of your duties:		
Reason for leaving :		
Length of service :	To:	From :

**INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (E.G. HOBBIES, SPORTS, CLUBS MEMBERSHIPS)**


**SUPPLEMENTARY INFORMATION**

Please set out below any further information to support your application, e.g. achievements, future aspirations personal strengths.


**DECLARATION**

**I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omission will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the company for the purpose of assessing this application , ongoing personal administration and payroll administration ( where applicable ) in compliance with the data protection Act 1998.**

<b>Signature :</b>	<b>Date :</b>
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**REFERENCES**

Please give the name of two people (one of which must be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? Yes / No

Name :	Name :
Position :	Position :
Address :	Address :
Tel. Num :	Tel. Num :
Email:	Email:

**SOURCE OF APPLICATION**

How did you hear of this vacancy?

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