



Application for Employment

Please circle either "Yes" or "No" in the relevant sections

Post applied for:

Applicant's details

Full name:

Home address:

.....

.....

Home telephone number:

Mobile number:.....

Email address:.....

Sex: Male female

Date of Birth:

Do you smoke: Yes No

Do you have a driving licence: Yes No

Do you have criminal convictions that have occurred during the past 5 years?

Yes No If "Yes" give details:

.....

.....

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

Have you at any time been convicted of a crime that has resulted in a prison sentence?

Yes No If "Yes" give details:

.....

(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

Have you in the past 3 years had a period of illness resulting in a long term (more than 4 weeks) absence from work?:

Yes No If "Yes" give details:

.....

.....

Are you registered disabled or do you otherwise suffer from any disability?:

Yes No If "Yes" give details:

.....
.....

Do you require special arrangements as to access to premises, special seating or other equipment or of any other nature because of your disability?

Yes No If "Yes" give details:

.....
.....

Are you willing to undergo a medical examination: Yes No

Marital status: Single/Married/Separated/Divorced (*delete as appropriate*)

Do you have children?

Yes No If "Yes" please give number of children and their ages:

.....
.....

Are you bankrupt or have you ever been declared bankrupt:

Yes No If "Yes" give details:

.....
.....

Do you have outside commitments that could limit your working hours, such as being a JP, a councillor in local government or a member of the TA?:

Yes No If "Yes" give details:

.....
.....

Are you legally eligible to live and work in the UK in accordance with the Asylum and

Immigration Act 1996? : Yes No

NOTE: *Before any contract of employment can be offered to anyone subject to immigration control we are required to check and copy certain documents under Section 8 of the Asylum and Immigration Act 1996 as amended.*

Ethnic origin (Voluntary information). *We are an equal opportunities employer. We aim to recruit staff on their suitability for the position advertised, without consideration of age, sex, marital status, disability or ethnic origin. To help us monitor this policy it will help us if you fill in this section.*

White Black African Black Caribbean Black other (specify) Chinese
Other Asian (specify)
Other (specify)

Availability for work

If currently employed, how much notice will you have to give you current employer?:

.....

Is there any other reason why you would not be able to start work immediately if you were offered the job you have applied for?:

Yes No If "Yes" give details:

.....

Do you have any existing holiday commitments?:

Yes No If "Yes" give details:

.....

Are you willing to travel during the course of your employment?:

Yes No If "No" give details:

.....

.....

Education, Skills and Qualifications

Please give details of any skills and qualifications relevant to the job for which you have applied:

.....

.....

.....

.....

Have you ever been dismissed by an employer?:

Yes No If "Yes" give details, including the reasons given for your dismissal:.....

.....

.....

.....

Your current or last employer:

Name of company:.....

Address:

.....

.....

Telephone number:

Job title:

Rate of pay:

Reason for leaving or wanting to leave:

.....

Previous employer (1):

Name of company:.....

Address:

.....

.....

Telephone number:

Job title:

Rate of pay:

Reason for leaving:

.....

Previous employer (2):

Name of company:.....

Address:

.....

.....

Telephone number:

Job title:

Rate of pay:

Reason for leaving or wanting to leave:

.....

Do you have any part time or evening jobs which you intend to continue:

Yes No If "Yes" give details:

.....
.....
.....
.....

References

Please give details of two people we can contact who are willing to give you a reference and who are not related to you:

(1) Name:

Address:

.....
.....
.....

Telephone number:

Occupation:

(2) Name:

Address:

.....
.....
.....

Telephone number:

Occupation:

Declaration

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted.

Signed by Applicant:

Date:

DATA PROTECTION: Our Data Protection Privacy Notice (Recruitment) which accompanies this form, explains what personal information we hold about you, how we collect it, and how we use and may share information about you during the recruitment process. We are required to notify you of this information under data protection legislation. Please ensure that you read the notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.