

# APPLICATION FORM - CONFIDENTIAL

PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE PAPER SHEET(S) IF SPACE IS INADEQUATE.

## PERSONAL DETAILS

Forename(s):	_____	Surname:	_____
Address:	_____	Postcode:	_____
Telephone:	_____	Mobile:	_____
Next of Kin, Forename(s):	_____	Surname:	_____
Address:	_____	Postcode:	_____
Daytime telephone number:	_____		
Date of Birth:	_____		
Do you have a driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have a car?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you have a driving licence is it:	Full <input type="checkbox"/>	Provisional <input type="checkbox"/>	
Have you, or any relative, ever worked for this organisation before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes please give full details (date/job title/reason for leaving)			
How did you learn of this vacancy?			

## INTERESTS, HOBBIES AND SPORTS

Please give details of all your spare time interests and hobbies including details of membership bodies, committees, voluntary work, and so on.


## DESCRIBING YOU

Please tell us what skills and personal qualities you have to enable you to work successfully for us.


**EDUCATION DETAILS**

Please give details of all secondary education including examinations taken (with results).

Schools/Colleges	From/to (dates)	Courses/Exams	Qualifications obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Please be prepared to provide certificates of pass, etc*

**FURTHER EDUCATION DETAILS**

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc).

University/FE College	From/to (dates)	Courses/Exams	Qualifications obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Please supply evidence of qualifications attained*

**PUBLIC OR VOLUNTARY COMMITMENTS**

Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed.

_____
_____
_____

**EMPLOYMENT DETAILS**

Please give details of your previous employment covering the time since you left full-time education or the last ten years (whichever is shorter), starting with the most recent employment and working backwards.

**CURRENT/LAST EMPLOYER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact for reference: \_\_\_\_\_ Telephone: \_\_\_\_\_

*Please note that we will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact ALL named referees.*

May we contact your current employer for a reference: YES  NO

**DATES EMPLOYED:**

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Outline of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Notice period: \_\_\_\_\_

Does your current contract of employment contain any restrictive covenants that prevent you from competing with your current employer or soliciting its customers: YES  NO   
If YES please supply a copy of your contract of employment

**PREVIOUS EMPLOYER (1)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Contact for reference: \_\_\_\_\_ Telephone: \_\_\_\_\_

May we contact for a reference: YES  NO

**DATES EMPLOYED:**

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_  
Position(s) held: \_\_\_\_\_  
Outline of duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Please continue on a separate sheet of paper if necessary

**PREVIOUS EMPLOYER (2)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Contact for reference: \_\_\_\_\_ Telephone: \_\_\_\_\_

May we contact for a reference: YES  NO

**DATES EMPLOYED:**

From: \_\_\_\_\_ To: \_\_\_\_\_ Salary/Wage: \_\_\_\_\_  
Position(s) held: \_\_\_\_\_  
Outline of duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Please continue on a separate sheet of paper if necessary

**PERSONAL REFEREES**

Please give the names and addresses of two people (not relatives) who could provide a personal reference for you

Name (1): \_\_\_\_\_ Occupation: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Name (2): \_\_\_\_\_ Occupation: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

**RIGHT TO WORK IN UK**

Are you legally entitled to work in the UK? YES  NO   
We will require evidence of this prior to commencing employment

**CRIMINAL RECORD**

Have you ever been convicted of a criminal offence? YES  NO

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details: \_\_\_\_\_  
\_\_\_\_\_

**HOURS AND DAYS YOU CAN WORK**

Full Time  Part Time

If you have specified part time, please indicate the days / hours you would be able to work:

\_\_\_\_\_  
\_\_\_\_\_

**HEALTH**

Do you suffer from any disability and/or medical condition that may affect your ability to carry out the duties of the job for which you are applying? YES  NO

This information will enable us to make necessary arrangements and/or to consider what reasonable adjustments can be made to accommodate you:

If YES, please give details:

\_\_\_\_\_  
\_\_\_\_\_

Please note that employees may be required to complete a detailed health questionnaire before commencing employment if successful at interview.

**DATA PROTECTION**

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purposes of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**UNDERTAKING**

**Please read and sign the following undertaking:** I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form, my future employment could be jeopardised or terminated.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Note: We are an equal opportunities employer and will not tolerate discrimination in any form. Our Equal Opportunities policy forms part of the terms and conditions of all employees. Appointments and promotions are made on grounds of ability and suitability only.

**FOR OFFICE USE ONLY:**

Application No: \_\_\_\_\_ Initials of person reviewing: \_\_\_\_\_

Invite to interview/offer job?    YES       NO  

If NO state reasons:

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