



## APPLICATION FORM

<b>Position applied for:</b>	
<b>Return completed form to:</b>	

### Employment history

<b>Present post:</b>	<b>Job title:</b>		
<b>Employer:</b>	<b>Date started:</b>		
<b>Salary and benefits:</b>			
<b>Major duties and responsibilities:</b>			
<b>Previous posts (please start with the most recent):</b>			
<b>Job title:</b>	<b>Employer:</b>	<b>Dates (from-to):</b>	<b>Salary:</b>



## Education/training

<b>Secondary education:</b>	<b>Dates attended:</b>	<b>Qualifications/grade:</b>
<b>Further/higher education:</b>	<b>Dates attended:</b>	<b>Qualifications (with date)/grade:</b>
<b>Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):</b>		
<b>Are you undertaking any course of study at present? (if so, please give details)</b>		
<b>Do you have membership of any professional bodies? (if so, please give details, including any offices held)</b>		



It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.

**Supporting information**

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

Other details		
What is the notice required in your present post?		
Is your present post your sole regular employment?	Yes	No
Are you a British subject or a national of any EU country?		
If not, do you have the right to work in the UK and a current work permit?		



<p>If so, please state the expiry date of your right to work in the UK and/or your work permit.</p>		
<p>Do you have a full driving licence?</p>	Yes	No
<p>Do you have any current endorsements?</p>	Yes	No
<p>Do you have use of a car?</p>	Yes	No
<p>Where did you see the advertisement for the post?</p>		
<p><b>Disabilities</b></p>		
<p><b>Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability?</b></p>	Yes	No
<p>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/assessment test] and thus meet our obligations under the Equality Act 2010:</p>		
<p><b>Convictions</b></p> <p>Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. [As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared [although protected cautions and protected convictions do not need to be declared].]</p>		



## References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.

<b>1. Name:</b>	<b>2. Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Time known:</b>	<b>Time known:</b>
<b>May references be taken up before interview?</b>  YES/NO	<b>May references be taken up before interview?</b>  YES/NO

### Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 2018. Individuals have, on written request [on payment of a fee] the right of access to personal data



held about them.

I hereby give my consent to [name of Employer] processing the data supplied in this application form for the purpose of recruitment and selection.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

Employee's signature

Note: Any false, incomplete or misleading statements may lead to dismissal.

**Personal details**

<b>Surname:</b>	
<b>Forenames:</b>	
<b>Current address:</b>	
<b>Day time telephone number:</b>	
<b>Evening telephone number:</b>	