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Confidential

Application For Employment

Please answer all sections in capitals using blue or black ink. Certificates or other documents should not accompany this application

Position Applied for _____

Surname:	Mr/Mrs/Miss	First Name (s):
Address:	National Insurance number:	
	Home Tel No:	
	Mobile No:	
Post Code:	E-mail:	

Education/Training

	Establishment	From	To	Main subjects	Examination Results/Achievements
University/ College					
Secondary School					
Part Time Education					

Career History

Previous / current employment starting with most recent

Name:	Job Title:
	From: To:
Address:	Salary/Benefits:
	Reason For Leaving:
Tel No:	
Duties and Responsibilities:	
Major Achievements in this position:	

Please use a continuation sheet if necessary to include all other previous employers

From	To	Name & Address	Job Title/Main Duties & responsibilities	Salary on Leaving	Reason for leaving

Apprenticeship/Other training undertaken:

Membership of Professional association or other qualification:

Summarise any skills you have which are relevant to this application & any statements to support your application:

General Information

Are you currently employed:

What period of notice is required:

Do you speak a foreign language:

If yes, level of proficiency:

How did you learn about this vacancy:

What are your main leisure interests and hobbies:

Give details of any public duties (JP, Local Council, Territorial Army etc):

Do you hold a current UK driving licence:

What category do you hold: Car ³ Fork Lift ³ HGV ³

Detail any endorsements on your licence (if applicable):

Emergency contact

Name and address of person to contact in an emergency:

Tel No:

Health

How would you describe your general state of health?

If you have ever suffered serious illness or injury please give details:

Criminal Offences

Have you ever been convicted of a criminal offence (which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974)?

YES / NO

If YES, please provide the following details:

Date:

Offence:

Sentence:

References

Please give two referees, not members of your family, to whom we may write. One must be your present or last employer. No approach will be made to your present employer without your prior consent.

Name	Address & Telephone No.	Occupation

Declaration

I understand and accept that any offer of employment is subject to satisfactory references and any false information may make me liable to disqualification, or if appointed to immediate dismissal. I have not omitted any information relevant to this application.

Applicants Signature _____

Date _____

Thank you for completing this form

