



Including Jobcentres and
social security offices

Data Protection Act, 1998

The Jobcentre Plus office may put the information you give onto a computer to assist with your application.

Application for employment

VACANCY DETAILS

Vacancy applied for

Vacancy number

Employer's name

Return form to

Where tick boxes appear, please press **space bar** to insert 'X' to those that apply.

Personal details

1

Title

If OTHER, please specify

First name(s)

Surname

2

Address (*including Postcode*)

3

Daytime telephone number (*include STD code*)

Evening telephone number (*include STD code*)

National Insurance number

4

E-mail address

5

Please state driving licences held (*include any points on your licence and the reasons for them*)

6

Work history *(starting with the most recent first)*

Employer

Position held and description of duties

Reason for leaving

Employer

Position held and description of duties

Reason for leaving

Employer

Position held and description of duties

Reason for leaving

Employer

Position held and description of duties

Reason for leaving

Employer

Position held and description of duties

Reason for leaving

7

Education and training *(starting with the most recent first)*

School/College/University etc attended

Qualifications gained or course studied

School/College/University etc attended

Qualifications gained or course studied

School/College/University etc attended

Qualifications gained or course studied

School/College/University etc attended

Qualifications gained or course studied

8

Do you hold a current, valid passport or ID card? (For overseas vacancies only)

Yes ☐ No ☐

9

Any other information relevant to your application (for example, skills, languages, reasons for suitability)
(Please use a separate sheet if necessary)

10

If there is an age limit on the vacancy you must mark this box to confirm that you meet the age requirement.
☐

11

Do you consider yourself disabled under the Disability Discrimination Act (DDA)?

Yes ☐ No ☐

(If you are unsure the Jobcentre can give you information about the DDA)

Do you require any particular arrangements for an interview?

Yes ☐ No ☐

(please give details)

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References

1 Telephone Occupation

2 Telephone Occupation

Declaration

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I confirm that, to the best of my knowledge, the information given on this form is correct. *(Print and sign)*

Signed

Date

Name