

Please complete all sections of this form either manually in black ink (IN CAPITAL LETTERS) and return to the **HR Department**, **GMK Ltd**, **Bear House**, **Concorde Way**, **Fareham**, **Hampshire POI5 5RL** or submit electronically to **shelley@gmk.co.uk**

Position applied for	
Date available for employment	
Salary/wage required £	per annum
PERSONAL	DETAILS
Title Surname	
First name Mi	ddle name(s)
Address	
Po	stcode
E-mail address	
Home number	
Mobile number	
National Insurance Number	
The best time to contact me to arrange an interview is in th	e morning afternoon evening evening
Do you own a car? YES NO	Hold a current driving licence? YES NO
	Provisional YES NO
	Full YES NO



	HE	ALTH	1	
Are you in good health? YES				ch may affect your application?
Describe disabilities and				YES NO
 a. any reasonable adjustment made to the recruitment p application for the job 	es which you feel should be rocess to assist you in your	b.		ments which you feel should elf which would enable you to
	FDLIG		21	
	EDUC	AII	JN	
School name/address	Subject		Level	Result

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1		



EDUCATION

Further Education/Professional Qualifications

College/University/Institute	Type of Course/Subjects	Qualification/Degree
Conegeroniversity/mstrtate	Type of Course/Subjects	Quamicación/Degree
Please supply details of any further train	ning courses attended that are relevant	to your application
LANCHACEC Decrees and account	Constant to a second (class data la)	VEC NO
LANGUAGES: Do you speak or read	a foreign language (give details)	YES NO



EMPLOYMENT
Present / last employer
Date from To
Name of employer
Address
Postcode
Position held
Duties/responsibilities
Reason for leaving
Salary/wage on leaving £ per annum
Previous employer
Date from To
Name of employer
Address
Postcode
Position held
Duties/responsibilities
Reason for leaving
Salary/wage on leaving £ per annum



EMPLOYMENT							
Previous employer							
Date from To							
Name of employer							
Address							
Postcode							
Position held							
Duties/responsibilities							
Reason for leaving							
Salary/wage on leaving from the per annum							
Previous employer							
Date from To							
Name of employer							
Address							
Postcode							
Position held							
Duties/responsibilities							
Reason for leaving							
Salary/wage on leaving £ per annum							



EMPLOYMENT
Previous employer
Date from To
Name of employer
Address
Postcode
Position held
Duties/responsibilities
Reason for leaving
Salary/wage on leaving from the per annum
Previous employer
Date from To
Name of employer
Address
Postcode
Position held
Duties/responsibilities
Reason for leaving
Salary/wage on leaving from per annum



EMPLOYMENT	
Please account for any periods of non-employment (if applicable)	
Work Permits	
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	YES NO
If you are successful in your application would you require a work permit to work in the UK?	YES NO



GENERAL
Interests/hobbies
Offices held in social/sports clubs
Public duties (JP, local councillor, etc.) undertaken
Membership of professional organisation(s)
If offered this position will you continue to work in any other capacity? (give details)
Please give details of any holidays booked in the next six months



CONVICTIONS

Have you ever been convicted of a criminal offence?

To assist us prior to making any formal criminal record enquiries, we offer the opportunity for you here to disclose to us any spent, or unspent convictions. Providing this information to us, will not necessarily mean this deems you unsuitable for the position, however, please read the following:

Because of the nature of the work for which you are applying, the 'Rehabilitation of Offenders
 Act 1974' does not apply and in accordance with the 'Rehabilitation of Offenders Act 1974 (exceptions) order 1975', we are considered an 'excepted' Regulated Occupation and Licence Holder under Schedule 1 and Schedule 2.

Applicants, therefore should not withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

In the event of employment any failure to disclose such convictions, which are later realised, will in most cases, lead to Disciplinary action and may lead to your dismissal.

Please tell us about any spent or unspent convictions. If you do not answer the questions properly, we may not be able to process your application further.

Thank you.

Have you ever been convicted of a criminal offence? (including cautions and driving offences), (give details)	YES () NO $\left(\right)$
(give details)		
Are you currently, or have you ever been under investigation, arrested, or received)
a non-criminal outcome to an investigation, e.g. community resolution, informal warning or caution?"(give details)	YES) NO (
Or Caution: (give details)		



REFERENCES

Offers of employment are subject to two satisfactory references, one of which should be from your present or most recent employer. Please provide details below of your referees. Please note references will not be sought until an offer of employment has been made and accepted. If you are unable to provide two employment references please provide an academic reference.

REFERENCE U
Name and Job title
Company
Address
Postcode
Telephone number
E-mail address
Your previous job title (if employer reference)
Employment dates (if employer reference)
Date from To
REFERENCE 2
Name and Job title
Company
Address
Postcode
Telephone number
E-mail address
Your previous job title (if employer reference)
Employment dates (if employer reference)
Date from To



DECLARATION

I authorise the Company to obtain references to support this application and acknowledge that any offer of employment is subject to the receipt of satisfactory references. I release the Company and referees from any liability caused by giving and receiving information.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal, in accordance with the Contract of Employment.

For the purposes of processing my application, I agree to the Company processing my personal data and I acknowledge that this information and data will be stored on the Company systems and used accordingly.

Signature (Date				

FOR OFFICIAL	Acknowledged (Date:			Interview	Date:			
USE ONLY	Screened	Date:			arranged:	Time:	am	١	pm