APPLICATION FOR EMPLOYMENT

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| **Job Details** |
| Application for post of: |

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| **Personal details** | |
| Surname: |  |
| Forenames: |  |
| Title (Mr, Mrs, Miss, etc): |  |
| Previous names (if any): |  |
| Home address: |  |
| Date of birth: |  |
| Telephone numbers:  Home:  Mobile: | Work: |
| Email address: |  |

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| **Education and professional qualifications** | | | | |
| **Secondary school/college** | **From**  Month/year | **To**  Month/year | **Qualification gained** | **Grade** |
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| **Further education, training and professional qualifications** | | | |
| **School/college** | **From**  Month/year | **To**  Month/year | **Qualification gained** |
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| **Present employment** | | | |
| **Post** | **Date commenced** | **Employer** | **Salary** |
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| **Period of notice required:** | | | |

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| Previous employment | | | | |
| Starting with your present post, then the most recent, please give your full employment history including gaps since leaving full-time education (continue on an additional sheet if necessary). | | | | |
| Post held | From  Day/month/year | To  Day/month/year | Name and address of employer | Reason for leaving |
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| Other information |
| Do you have any other training, qualifications or skills relevant to the post (e.g. knowledge of another language, a full driving licence, computer literacy, etc.)? |

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| Have you made a previous application to the company? If so, when was this and what was the outcome? |

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| Please give details of your main extra-curricular activities and interests. |

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| Please use this space to say why you are interested in the post, your relevant experience and provide any other information in support of your application. |

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| If you are successful, when could you take up the post? |

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| Rehabilitation of Offenders Act  Have you even been convicted of any criminal offence?  Yes No  If “Yes” please give details of the conviction(s) and date (s):  This post is exempt from the Rehabilitation of Offenders Act and disclosure applies. In applying for this post, you are required to disclose the details of all convictions on record i.e. those that happened some time ago and no longer need to be revealed as specified in the Rehabilitation of Offenders Act. You should also give details of any cautions, reprimands or warnings. |

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| Right to work in the UK  Do you require a permit to work in the UK?  Yes No |

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| Please give details of any special arrangements you would require to enable you to attend interview. |

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| Referees | |
| Please give details of two referees, one should be your present or most recent employer. | |
| First referee | Second referee |
| Name:  Position held:  Relationship to you:  Phone number:  Email address:  Postal address: | Name:  Position held:  Relationship to you:  Phone number:  Email address:  Postal address: |

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed: ……………………………………………

Date: ……………………………………………….