

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE EVERY SECTION AS FULLY AS POSSIBLE. ALL INFORMATION WILL REMAIN CONFIDENTIAL

Position applied for _____

How did you hear about this vacancy? _____

PERSONAL DETAILS

Forename s) _____

Surname _____ Title _____

(Mr/Mrs/Miss/Ms/Other)

National Insurance Number _____

Address _____

Postcode _____

Telephone number _____

Mobile number _____

Email Address _____

Do you hold a current full UK drivers licence? YES / NO

Are there any endorsements on your licence? YES / NO*

Do you have your own transport? YES / NO

* If yes you may be asked to give details in the interview.

EDUCATION AND TRAINING

Dates	Name and address of Secondary School / College	Qualifications

ADDITIONAL QUALIFICATIONS AND TRAINING

<p>Professional qualifications and dates obtained _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Other relevant courses (including any courses or studies that you may be currently undertaking)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

CURRENT OR MOST RECENT EMPLOYMENT

Name and address of current Employer _____

Position held _____

From _____ To _____

Present Salary _____

Reason for leaving _____

Main Duties _____

AVAILABILITY

Notice required / Date available to start _____

Dates not available for interview _____

YOUR EMPLOYMENT HISTORY

Please give details of other jobs that you have had, with the **most recent first**.
(Continue on a separate sheet if necessary).

Employers name and address	Job title + main duties	Dates Worked	Reason for leaving
-------------------------------	----------------------------	--------------	--------------------

Have you ever been dismissed from previous employment? (for a reason other than redundancy) **YES / NO** (Please circle appropriate box)

If yes, what was the reason (s) for dismissal?

REFERENCES

Please give the names of two people who can provide a reference for you. One must be your current or most recent employer / line manager. The other (character reference) must be someone who has known you for at least five years who is not a relative.

1. CURRENT EMPLOYERS REFERENCE

Name _____ Position _____

Address _____

_____ Postcode _____

Telephone number _____

2. CHARACTER REFERENCE

Name _____ Profession _____

Address _____

_____ Postcode _____

Telephone number _____

Please note that we may need to contact your referees prior to interview. Please circle the relevant reference should you **not** wish us to do so.

REFERENCE 1.

REFERENCE 2.

DECLARATION

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

I understand that if it is subsequently discovered that I have provided false or incomplete information, my application may be disqualified, or if discovered after appointment, I may be dismissed.

Signed _____ Date _____