



Application Form

Post Applied for: _____

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.
To apply for this post please accompany this application form with your curriculum vitae and a covering letter.

Section 1: Personal Details

Title:		Last Name:	
First Names:			
Address:			
Postcode:			
Home Telephone Number:			
Mobile Telephone Number:			
E-mail address:			

Are you eligible to work in the UK? Yes No

Do you hold a full UK driving licence? Yes No

If yes, Do you have any points or convictions etc?:

Section 2: Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence? Yes No

Have you any prosecutions pending? Yes No

If yes, please give details / dates of offence(s) and sentence:

Section 3: Health

Number of days absent in the last 2 years:

Do you have any reason/s that you would be unable to undertake the job role?

YES No

If yes please provide details:

Section 4: Education

Date From	Date To	Name of School	Examinations Taken and Qualifications Gained (Specify Grades)

Section 5: Employment History

Please list chronologically, starting with current or last employer:

Name and Address of Employer:	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving:

Section 5: Employment History Continued

Please list chronologically, starting with current or last employer:

Name and Address of Employer:	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving:

Section 6: Disclosure & Barring Check

The following information may be required if the post you are applying for has a requirement for a Disclosure & Barring check.

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

Section 7: References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us)

Reference 1

Name:

Their Position
(Job Title):

Work
Relationship:

Organisation:

Dates
Employed:

From:

To:

Address:

Postcode

Telephone N^o:

E-mail:

Reference 2

Name:

Their Position
(Job Title):

Work
Relationship:

Organisation:

Dates Employed:

From:

To:

Address:

Postcode

Telephone N^o:

E-mail:

Section 8: Declaration

- I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate.
- I have omitted no facts that could affect my employment.
- I understand that any false misleading statements could place any subsequent employment in jeopardy and the Company may be entitled to terminate any employment or withdraw any offer made.
- I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references.
- I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file. I understand that personal data in this application will be held only so long as necessary and will be processed lawfully in accordance with the Data Protection Act.

Signed:

Date: