

# APPLICATION FORM

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT



Position applied for:

### PERSONAL DETAILS:

Title (Mr, Mrs, Miss, Ms)

Name:

Address:

Telephone No's:

Home

Work

Mobile

E-mail

How would you prefer us to contact you?

Please tell us any dates that you are **NOT** available for interview.

Do you own a car? Yes  No  Do you hold a full current driving licence? Yes  No

Have you any current endorsements? Yes  No  If yes, please give details:

Where reputation matters

## EDUCATION / FURTHER EDUCATION

Please supply details of educational achievements & qualifications:

School/University/College	From: to:	Qualification or class of degree

## ADDITIONAL QUALIFICATIONS / COURSES

Please supply details of any additional qualifications or courses attended:

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## EMPLOYMENT HISTORY

Present / last employer

Name:

Nature of business:

Job title:

Date you joined the organisation:  Date you left this position:

Notice period required :  Present salary or salary when you left: £

Reason for leaving?

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### Main tasks and areas of responsibility:

Please provide brief details about your work. Include details of your responsibilities and achievements.  
(Continue on a separate sheet if necessary. Please attach a copy of your most recent Sjob description)

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## EMPLOYMENT HISTORY CONTINUED

### Other most recent employer

Name:

Nature of business:

Job Title:

Date you joined the organisation:

Date you left the organisation:

Reason for leaving?

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Name:

Nature of business:

Job Title:

Date you joined the organisation:

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## CURRENT SKILLS & EXPERIENCE

Please describe how you believe you meet the requirements of this role and include relevant experience, knowledge and skills.  
(Please complete on a separate sheet if necessary)

## GENERAL

Do you have any criminal convictions that are 'unspent'? Yes  No

In accordance with the Rehabilitation of Offenders Act 1974 you need not declare any convictions that are considered 'spent'. Please give details of any unspent criminal convictions below.

Do you have membership of a professional organisation? Yes  No  If yes, please give details below.

If offered this position would you continue to work in any other capacity? Yes  No  If yes, please give details below

## 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 were successful in your application would you require a work permit to work in the UK? Yes  No

## DECLARATION

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.

Signature

Date

## FOR OFFICE USE ONLY