

Application Form



Position applied for:

Personal information		
Surname:		
Forenames:		
Title (Mr, Mrs, Miss, Ms, etc.):		
Previous names (if any):		
Current address and Post Code:		
Daytime telephone number(s):		
Email address:		
Do you have the right to take up employment in the UK	YES/NO	
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	YES/NO	
Dates you are <u>not</u> available for interview:		
Education & Professional Qualifications - in chronological order starting with most recent first (Qualifications disclosed will be subject to a satisfactory check).		
Establishment	Qualifications gained	Date Achieved

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Postgraduate education or study or any other professional qualifications		
Establishment	Qualifications gained	Date Achieved

Training Courses Attended			
Course Title	Date	Training Provider	Duration

Do you have any other training, qualifications or skills relevant to the post?

Employment history
 Please give details of your previous employment, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving

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Please give details of, and provide an explanation for, any time when you were not either working or in full-time education:

Other information: Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application. Attach additional sheets securely and ensure they are marked clearly with your name and details of the posts for which you have applied.

Do you hold a full driving license? If yes, do you have any current endorsements?

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

How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any special arrangements you would require to attend interview.

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Referees: Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. If you are unable to provide two working references you may provide a character reference, however this should be somebody who knows you in a professional standard, and must not be a relative or friend.

(Note: References will not be taken up prior to any offer of employment being made).

First referee: Company Address: Post Code: Telephone: Email:	Second referee: Company: Address: Post Code: Telephone: Email:
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If you are successful in obtaining a position with the Company, depending on your role you may be required to undertake a Disclosure & Barring Service check, Financial Regulations Screening, and any other screening deemed applicable to the role. Please confirm that you give the Company authority to undertake such checks should you be offered employment by ticking the box and signing the declaration below:

I give the Company authority to carry out the screening detailed above as relevant to my role and understand that further details of such checks will be notified to me should my application be successful.

Notes

The organisation treats personal data collected during the recruitment in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Company’s job applicant privacy notice.

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, 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. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my application for employment.

Signed:

Print Name:

Dated:

Thank you for your interest in our Company.