

Application form

Position applied for: _____

The following information will be treated in the strictest confidence.

Personal

(Please complete this section in BLOCK CAPITALS.)

Surname:

First name:

Address:

Postcode:

Telephone number:

Email address:

Full Driving Licence: **Yes / No** Endorsements: **Yes / No**

If YES, please give further details including dates:

Are you involved in any activity which might limit your availability to work or your working hours e.g. local government?

Yes / No

If YES, please give full details:

Are you subject to any restrictions or covenants with your previous employer which might restrict your working activities?

Yes / No

If YES, please give full details:

Are you willing to work overtime and weekends if required?

Yes / No

Please give details of any hours which you would not wish to work:

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?

Yes / No

If YES, please give full details:

Have you ever worked for this business before?

Yes / No

If YES, please give full details:

Have you applied for employment with this business before?

Yes / No

How much notice are you required to give to your current employer?

Education

Schools attended since age 11	From	To	Examinations and results
College or university	From	To	Courses and results
Further formal training	From	To	Diploma/qualification
Job-related training courses. Name of organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

Please list any IT applications or programmes you are familiar with and your level of competence:

Employment details

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/main duties	Reason for leaving

Are you currently employed?

Yes / No

Name of present or last employer: _____

Address: _____

Telephone number: _____

Nature of business: _____

Job title & brief description of duties: _____

Reason for leaving: _____

Length of service: _____ From: _____ To: _____

Interests, achievements and leisure activities (e.g. hobbies, sports, club memberships)

Supplementary information

Please set out below any further information to support your application (e.g. past achievements, future aspirations, personal strengths)

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the company, in compliance with data protection legislation and as set out in the company's Employee Privacy Notice. I undertake to notify the company immediately of any changes to the above details.

Signed: _____

PRINTED: _____

Date: _____

References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made?

Yes / No

Name	Name
Position	Position
Address	Address
Tel. No.	Tel. No

Source of application

How did you hear of this vacancy? _____