

Application for Employment

Strictly Confidential

(Please complete in Black Ink)

Position Applied For:	Date of Application:
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Personal Details

Surname:	Date of Birth:
First Name:	Maiden Name: (if applicable)
Address:	Home Telephone No:
Post Code:	Work Telephone No:
National Insurance Number:	Mobile No:

EDUCATION

Schools Attended	Examinations Passed	Year Obtained

College, University, other Further Education	Degrees, Awards or Professional Qualifications	Date

EMPLOYMENT

Date		Employer's Name (most recent first)	Position Held	Salary & Benefits	Reason For Leaving
From	To				

AVAILABILITY

Period of notice required		Are you legally eligible for employment in the UK?	YES / NO
Date available for work		Do you hold a current driving licence?	YES / NO
		Do you have any points?	YES / NO
Do you require a work permit?	YES / NO	Do you own a car?	YES / NO

(Delete as applicable)

KNOWLEDGE, SKILLS AND EXPERIENCE

Please tell us why you would succeed in this position, setting out relevant knowledge, skills and experience you have gained from current/previous employment or voluntary/community work. You should also provide any other information that may be of interest and relevant to the position. Please also describe your aspirations and ambitions.

Please remember to address the criteria mentioned in the Job Description and/or Person Specification when completing your application.

(If necessary, you should continue on a separate sheet).

REFERENCES

(Please give the name and address of two referees, one of whom should be your present employer)

Name	Status	Address and Telephone Number
1)		
2)		

OTHER INFORMATION

If you consider yourself as having a disability, is there any support you would require to attend an interview? (Please specify (e.g. wheelchair, accessible rooms, etc.)	YES / NO
Are you related to any employee of this organisation?	YES / NO
Have you applied for any other post in this organisation within the last year?	YES / NO

ADDITIONAL PERSONAL DETAILS

Outside interests, leisure time activities and other personal information which you think may assist us in evaluating your application.

PERSONAL HEALTH

Do you suffer from any long term illness's that may affect your capacity to work now or in the future? (e.g. back pain, depression)	YES / NO
Have you suffered from any re-occurring illness that has resulted in you being unable to work?	YES / NO
Have you been unable to report to work due to sickness within the last year?	YES / NO

If you have answered YES to either of the questions above please give further details below:

Can you provide evidence of eligibility to work within the UK under the requirements of (section 8) of the Asylum and Immigration Act 1996 (such as a P45, P60, pay slip, or National Insurance Card)?

YES / NO

REHABILITATION OF OFFENDERS ACT 1974 - NOTICE TO OFFENDERS

Because of the nature of the work involved, the post for which you are applying is exempt from section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Offenders Act (Exemption Order 1975).

This means that you are not entitled to withhold information relating to any convictions you may have had.

Do you have any convictions or cautions to disclose? YES / NO

Any information should be given on a separate sheet and sent with this application form.
This information will be treated as confidential and will not necessarily preclude you from employment.

I declare that the information given is correct to the best of my knowledge. I understand that omissions or false statements may disqualify me from employment or lead to dismissal. I give the employer the right to investigate all references.

Signature

Date