

**PLEASE PRINT CLEARLY IN BLACK INK**

- Complete this form fully
- Answer all questions honestly and truthfully
- Read the declaration and Data Protection Act consent
- Sign and date the form

**Post Applied For**

Where did you hear about this vacancy?

When would you be available to start?

Would you work full time?                      Yes                      No

If part time, state preferred days/hours

If offered this position will you continue to have other employment?      Yes                      No

If yes please give details

Are you willing to travel if required as part of your employment?              Yes                      No

Do you smoke?                                      Yes                      No

Have you ever previously worked for us?      Yes                      No

If yes when and in what capacity

**Personal Details**

Title                      Forename(s)                                      Surname

Home address

Postcode

Home telephone                                      Mobile

Date of birth    National Insurance No.

Are you legally eligible to work in the UK? In accordance with the Asylum and immigration Act 1998 (see notes)      Yes                      No

Do you have proof of eligibility to work in the UK?                      Yes                      No                      If so please give Work Permit number

Do you require a Work Permit to work in the UK?                      Yes                      No

Do you need to register under the Workers Registration Scheme?                      Yes                      No

Are there any restrictions (restrictive covenants) from your current/previous employer, which will affect your ability to work for the company?

Yes                      No      If yes please provide copies

Note: To comply with The Asylum & Immigration Act 1996, if you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant travel document or, if none of these are

available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as a P45, P46, P60 or a pay slip, No offer of employment will be made unless.

Are you currently receiving medical treatment?                      Yes                      No

If Yes please give details

Please give details of your sickness absence from work during the last two years

Do you consider yourself to be disabled?                      Yes                      No

Do you have a current clean driving license?                      Yes                      No                      Private car                      HGV/Commercial

How long license held

If HGV/Commercial, please give class and vehicle

If applicable, please give details of any driving offences currently under endorsement

Give details of any unspent criminal convictions that you may have and are required to disclose in accordance with the exemptions from the Rehabilitation of Offenders Act 1974.

If applicable, do you consent to the Company requesting an appropriate disclosure from the Criminal Records Bureau (CRB) to obtain a certificate of any criminal records you may have                      Yes                      No

Please list below present and past employment, beginning with your most recent. You may attach further sheets to the form if required.

Name & Address of present or most recent Employer:

Tel No. \_\_\_\_\_ Type of business \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Notice Period \_\_\_\_\_

Starting wage/salary \_\_\_\_\_ Leaving wage/salary \_\_\_\_\_ Full or Part Time \_\_\_\_\_

Temporary or Permanent \_\_\_\_\_ Job title \_\_\_\_\_

Describe your key duties and responsibilities \_\_\_\_\_

Reason for leaving/wishing to leave \_\_\_\_\_

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Name & Address of Employer:

Tel No. \_\_\_\_\_ Type of business \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Notice Period \_\_\_\_\_

Starting wage/salary \_\_\_\_\_ Leaving wage/salary \_\_\_\_\_ Full or Part Time \_\_\_\_\_

Temporary or Permanent \_\_\_\_\_ Job title \_\_\_\_\_

Describe your key duties and responsibilities \_\_\_\_\_

Reason for leaving/wishing to leave \_\_\_\_\_

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Name & Address of Employer:

Tel No. \_\_\_\_\_ Type of business \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Notice Period \_\_\_\_\_

Starting wage/salary \_\_\_\_\_ Leaving wage/salary \_\_\_\_\_ Full or Part Time \_\_\_\_\_

Temporary or Permanent \_\_\_\_\_ Job title \_\_\_\_\_

Describe your key duties and responsibilities \_\_\_\_\_

Reason for leaving/wishing to leave \_\_\_\_\_

**Education, Qualifications and Training**

Beginning with the most recent events, please give details of your education, qualifications and training to date.

School/Establishment/Organisation	Dates From/To	Qualifications and grades obtained
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**Skills and Experience** (Please use a separate sheet if necessary)

Outline your particular skills and experience gained in previous positions, or in activities outside of work that you feel are relevant to the post for which you are applying

**Interests**

Give details of any leisure interests or hobbies you have

**Any Other Relevant Information**

Please give any further information, which you think may assist in considering your application

## References

Please provide details of two referees (not relatives), preferably previous employers whom we may contact with regard to your application.

Name

Name

Occupation

Occupation

Address

Address

Telephone

Telephone

Capacity known to

Capacity known to

Have you any objection to these references being obtained prior to interview?

Yes

No

**Declaration**

I declare to the best of my knowledge and belief, the details I have given on this form are correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed.

I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at an interview and agree that the Company may make such checks.

I give permission for my referees as quoted above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report.

**Data Protection Act 1998**

I understand that the Company needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personnel records.

I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

Signed

Date

**Voluntary Information – Equal Opportunities**

The Company aims to recruit staff solely on suitability for the job and merit. In order to help us monitor our commitment to equality of opportunity it would be helpful if you would complete this section. Any information provided will be used for this purpose only and treated as confidential.

- |                        |                     |                 |                              |               |
|------------------------|---------------------|-----------------|------------------------------|---------------|
| White – European/Irish | Black – Caribbean   | Black – African | Black – European             |               |
| White – UK             | Hispanic            | Chinese         | Asian – Indian               | Asian – Other |
| Asian – Pakistani      | Asian – Bangladeshi | White – Other   | Black – Other                | Middle East   |
| Other (please specify) |                     |                 | Mixed Race<br>(please state) |               |

**For Office Use Only**

Application form evaluated by

Date

**Action**

- |                       |           |      |           |         |
|-----------------------|-----------|------|-----------|---------|
| 1 <sup>st</sup> Stage | INTERVIEW | Date | or REJECT | or HOLD |
| 2 <sup>nd</sup> Stage | INTERVIEW | Date | or REJECT | or HOLD |
| 3 <sup>rd</sup> Stage | INTERVIEW | Date | or REJECT | or HOLD |