application form

Position applied for:	Where did you hear of the vacancy?

Surname:		First Name/s:		Title:	

Home Address:		Home Tel no: Mobile Tel no:	

Date of birth: / /	Marital Status:	Sex: M / F

Are you in good health	Y	N	Are you receiving medical treatments?	Y	N
Are you willing to undergo a medical examination?	Y	N	Have you in the last 10 years had a period of illness resulting in a long term (more than 4 weeks) absence for work?	Y	N
Please give details of the above:					
Are you registered disabled?	Y	N	If YES please give details:		

Do you have any criminal or driving convictions that occurred during the past 5 years?	Y	N
Have you at any time been convicted of a crime that has resulted in a prison sentence?	Y	N
If YES to any of the above please give details:		
Please confirm that you are willing to consent to a check on your criminal record?	Y	N

Do you have a current driving licence?	Y	N	Licence Number:	
Vehicle entitlements on your licence:				

Do you have any holiday commitments?	Y	N	If YES please give details:

Are you currently employed?	Y	N	If NO please give details:
Have you ever been dismissed by an employer?	Y	N	If YES please give details:

Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996?	Y	N
Can you provide specified document (below) to confirm your answer?	Y	N

Passport		P60		UK Birth Certificate		Other:	

If you are not UK or EU National, please give your work permit number:

Education: Please list schools, colleges, universities attended (from age 14):

Name & Address of Establishment	Dates Attended	Qualifications

Please give details of previous employment (most recent first):						
Name & Address of Employer:	Job title & main duties & responsibilities:				Reasons for leaving:	
Tel No:	Dates employed:	From:		To:	Rate of pay:	
Name & Address of Employer:	Job title & main duties & responsibilities:				Reasons for leaving:	
Tel No:	Dates employed:	From:		To:	Rate of pay:	
Name & Address of Employer:	Job title & main duties & responsibilities:				Reasons for leaving:	
Tel No:	Dates employed:	From:		To:	Rate of pay:	

Please state what attracted you to the job you have applied for and why you think you are a suitable person to do it. Include details of any skill,

Please give brief details or your main interests and hobbies:

Please give details of two people, including your last employer, who we can contact, who are willing to give you a reference.					
Name:			Name:		
Address:			Address:		
Tel No:			Tel No:		
Email:			Email:		
Occupation:			Occupation:		
May we contact this person prior to interview or engagement?	Y	N	May we contact this person prior to interview or engagement?	Y	N

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed.	Signed:	Date: .....

Data Protection Act: the information given to us in this form will only be used in relation to your application for employment. By signing this declaration you are giving us your express consent to retain and process this information under the Data Protection Act 1998.

Office use only:

Accepted:		Hours/Terms:		Comments:
Start Date:		Location:		
Rate:		Interviewed By:		