

## APPLICATION FOR EMPLOYMENT

Title of post applied for \_\_\_\_\_

**PERSONAL DETAILS**

Surname	Forename (s)	Title
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Address:
Postcode:
Telephone Number(s):

National Insurance Number:
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Nationality:	If you are not a British passport holder or a European Citizen, or do you not have the permanent right to remain in the UK, you will require a work permit.
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Do you need a work permit to be employed in the UK?	Yes/No	If you already have a work permit, when does it expire?
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Current driving licence?	Yes/No	Details of endorsements
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Have you been employed by any of our companies previously? If yes, please provide further details	YES/NO
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Please specify any special arrangements / adjustments you would need to attend an interview?
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**EDUCATION AND PROFESSIONAL QUALIFICATIONS (Schools, Colleges, Universities)**

Name of Educational Establishment	Examinations taken	Result

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**Details of other relevant Educational or Training courses undertaken?**

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**EMPLOYMENT INFORMATION (Starting with the most recent / present employer)**

Name and Address of Employer	Position held and Nature of work (Please include dates of employment)	Final grade / salary	Reason for Leaving

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Notice required in present post?

**OTHER EMPLOYMENT**

Please note any other employment that you would continue with if you were successful in obtaining this position?

**OTHER INFORMATION**

What activities outside work interest you?

**GENERAL INFORMATION**

Please detail here your abilities, knowledge, experiences and your main achievements to date plus your reasons for applying for this role?

Please continue on a separate sheet if necessary

**REFERENCES**

Please provide the names, addresses and contact numbers of two people known to you personally. One of these must be your present or most recent

employer, the other may provide a character reference and must not be a member of your family.

Any offer of employment will be subject to receipt of satisfactory references and may be withdrawn in the event of a failure to receive them or if they are deemed unacceptable for the post applied for.

PAST EMPLOYER

CHARACTER REFERENCE

1.

2.

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTONS) ORDER 1975**

Have you any convictions that are not spent under Rehabilitation of Offenders Act?

YES/NO

If yes, please provide further details (Spent convictions do not have to be declared)

**DECLARATION**

I declare that the information given on this application is to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I am already appointed, I may be dismissed if I withhold relevant details or give false or misleading information.

**Signed** .....

**Date** .....

**Name** .....