

APPLICATION FORM

PRIVATE &
CONFIDENTIAL



Personnel Reference Number:

Position Applied for:

Title:	Forename(s):	Surname:
Home Address		
Postcode:		
Private Telephone No:	Business Telephone No.	
Experience:		
Are you legally eligible for employment in this country?	Yes	No
Is your ability to perform the particular job for which you are applying limited in any way?		
If so, how can we overcome this?		

Do you have a relevant current driving licence?	Yes	No
Please give details of any driving offences currently under endorsement:		

Give details of any unspent criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974).

EMPLOYMENT

Pay Expected: £ per
Would you work full time? YES/NO. Part-time, state days/hours
If offered this position, will you continue to work in any other capacity?
Have you previously worked for us? YES/NO. If YES, when?

On what date would you be available for work?

EDUCATION, QUALIFICATIONS, HEALTH & SAFETY & TRAINING

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

Include under 'Details' the places you attended.

Details	Dates From/To	Qualifications Granted or Training Completed

Professional membership and qualifications:

Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job.

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

Name & address of Employer Tel No: Type of Business:	From		To		Starting Salary	Leaving Salary	Name of Manager
	Mth	Yr	Mth	Yr			
Job Title: Describe the work you did:							
Reason for leaving:							

Name & address of Employer Tel No: Type of Business:	From		To		Starting Salary	Leaving Salary	Name of Manager
	Mth	Yr	Mth	Yr			
Job Title: Describe the work you did:							
Reason for leaving:							

Name & address of Employer Tel No: Type of Business:	From		To		Starting Salary	Leaving Salary	Name of Manager
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Name & address of Employer Tel No: Type of Business:	From		To		Starting Salary	Leaving Salary	Name of Manager
	Mth	Yr	Mth	Yr			
Job Title: Describe the work you did:							
Reason for leaving:							

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed _____

PERSONAL REFERENCES

Please give details of two people (not relatives or former employers) we could approach for references

Name	Name
Occupation	Occupation
Address	Address
Telephone	Telephone

ADDITIONAL INFORMATION

Give any further information which you think may assist us in consideration of your application

I declare that to the best of my knowledge and belief the information given in this application is correct:

Signed: _____ Date: _____

FOR OFFICE USE ONLY

Interviewer: _____ Date: _____

Comments:

REFERENCE CHECK

Position No.	Results of Reference Check
I	
II	
III	
IV	

