

# APPLICATION FORM

**Position:**

**Closing Date:**

## Personal Details:

Surname:	Previous Surname(s):
Forename(s):	Title:
Address:	N. I. Number:
	Email:
Postcode:	DOB:
Telephone numbers (including STD codes):	
Day	Home
Work	Mobile

## Current or Most Recent Employment

Employer's Name:

---

Position :	Salary:
Address:	Notice period:
	Start date:
	End date:
Postcode:	Telephone no:

Please give a brief description of your duties/responsibilities (if you are currently unemployed please give appropriate details of your last employment):

Reason for leaving:

## Previous Employment

Please give details of employment, starting with your current/most recent position and working backwards. Please give an explanation for any gaps in employment and continue on an additional sheet if necessary.

<b>Name &amp; Address of Employer</b>	<b>Date (From – to)</b>	<b>Position held</b>	<b>Details of duties/responsibilities and reason for leaving</b>

## Education

Level	Subject Detail	Grade

## Further Education

College/University	Subject Detail	Grade

## Relevant Courses/Awards (e.g. short courses attended/certificates/awards)

Organising Body	Brief details of Course/Award	Duration	
		From	To

## Supporting Statement

Please give, in support of your application, additional information that you consider important and any relevant experience, skills and knowledge you have. Please continue on a separate sheet if necessary.

## References

First Referee (current or most recent employer)	Second Referee
Name of Company:	Name of Company:
Position:	Position:
Address:	Address:
Postcode:	
Telephone number: (inc. STD code)	Telephone number: (inc. STD code)
E-mail Address:	E-mail Address:
<input type="checkbox"/> On occasion we may seek to obtain candidates references prior to interview. Please tick if this referee is not to be contacted prior to interview.	<input type="checkbox"/> On occasion we may seek to obtain candidates references prior to interview. Please tick if this referee is not to be contacted prior to interview.

## Convictions and Cautions

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?  Yes  No

Are there any criminal proceedings against you?  Yes  No

## Employment Status/Asylum and Immigration Act 1996

We can only employ people who are legally entitled to work in the UK.

I can confirm that I am entitled to work in the UK:  Yes  No

Do you require a work permit?  Yes  No

If you were offered a position with this company would you continue to hold any other position?

Yes  No

If YES please give post title, organisation and hours worked?

Where did you see the post advertised?

## Equality Monitoring

This company operates an Equality of Opportunities Policy and is committed to appointing the best candidate, regardless of any factor other than the ability to do the job. Good practice recommends that employers monitor the outcome of selection decisions to ensure that unfair discrimination does not occur on any of these grounds within our recruitment and selection process. This information is requested for monitoring purposes only and will be treated as strictly confidential

For this reason you are asked to complete the form.

### Gender

Female

Male

### Marital Status

Married

Single

Civil Partnership

Yes

No

### Age Band

Under 20

20-29

30-39

40-49

50 - 59 60 plus

### Ethnic Group

African

Afro-Caribbean

Asian

UK/European

Other European

Other (please specify) .....

## Disability

Under the Equality Act 2010 disability is defined as:

*'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.'*

Do you consider that you have a disability, including 'hidden' disabilities i.e. dyslexia, learning disability, epilepsy?  Yes  No

If YES, please give details of your disability: .....

Would your disability cause you to have any special requirements if you were asked to attend an interview at these offices?  Yes  No

If so, please give details of how we could assist you: .....

## Data Protection Act

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for 6 months and then destroyed.

## Declaration

I confirm that this information is, to the best of my knowledge, true and accurate. Any false statement will result in rejection as a candidate or dismissal if employment has started.

**Signature of applicant:**

**Date:**