

APPLICATION FOR EMPLOYMENT – PER001

Title of post applied for:

Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

Confidential

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		Initials:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address:		Tel No (home):	
		Tel No (business):	
		Tel No (mobile):	
		E-Mail address:	
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?		If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Are there any restrictions regarding your right to work in the UK? (Documentary evidence of right to work will be required from all applicants).		Are you subject to any restrictions that may impact on you taking up employment with the company if offered it, e.g restrictions on working for a competitor?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes please provide details:			
Where did you learn of the post?			

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

Secondary School / College / University	Examinations taken	Date Taken	Result

Professional Qualifications currently held: grade and date including CPCS/CSCS cards, categories held and expiry date:

Other relevant Educational or Training Courses, with dates:

3. PRESENT EMPLOYMENT

Title of Post:		Salary (Optional):	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	

Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):

Reason for leaving or wishing to leave:

Period of notice required to terminate present employment:

Please notify us of any dates you are available for interview:

4. PREVIOUS EMPLOYMENT

Please give details of all jobs held including part-time and unpaid/voluntary work or work experience. Please include any periods of unemployment exceeding 6 months.

(Please use continuation sheet if necessary.)

Name and Address of Employers	Position(s) held	How long in employment and reason for leaving

Description of duties:

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Description of duties:

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Description of duties:

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Description of duties:

5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB

6. OTHER SKILLS

Languages spoken/written (please indicate degree of competence).

Computer literacy (please specify software and level of competence)

7. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current full driving licence?

Yes No

Do you have access to a car?

Yes No

Is it a HGV/PCV licence

Yes No

Is your driving licence free of endorsements?

Yes No

Please give details of any points or driving convictions, including any pending convictions.

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

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

Yes No

If Yes, please provide further details: (This should exclude any spent convictions under the Rehabilitation of Offenders Act 1974).

If you have a physical or mental health condition as a result of which you may have difficulty in completing this application and/or if you will require assistance and/or adjustments to be made if called to interview please give brief details of the effects on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:

8. REFERENCES

Please indicate two people who can provide references – one of whom should preferably be your present/most recent employer.

Referee 1

Referee 2

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Please state if we may obtain this reference prior to interview.		Please state if we may obtain this reference prior to interview.	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Refusal to give permission will not impact on any decisions made during your application.

9. DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:		Date:	
Name:			

The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.