

Application Form

PLEASE PRINT CLEARLY

Vacancy you're applying for:

Salary expectation: (£ per)

Where did you hear about this Vacancy?

When would you be available to commence employment?:

Would you work full time?

Yes No

If Part Time, state days/hours:

If offered this position, would you work in any other capacity?

Yes No

Have you previously been employed by us?

Yes No If yes, When?

PERSONAL DETAILS:

Title:

Forename:

Surname:

Home telephone:

Mobile telephone:

Address:

Postcode:

Email:

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EMPLOYMENT ABILITIES:

Are you legally eligible for employment in the UK?:

Yes No

Do you require a work permit to work in the UK?:

Yes No

National Insurance Number:

Is your ability to perform the particular job for which you are applying limited in any way?:

Yes No

If yes, how can we overcome this?:

Do you have a current driving licence?:

Yes No

Please give details of any driving offences currently under endorsement:

Note: If your licence is relevant to your application and you are invited to attend an interview, please bring it with you.

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

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EMPLOYMENT:

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

Name and address of Employer:

From: Month Year

To: Month Year

Starting Salary: £ Per

Leaving Salary: £ Per

Telephone:

Type of Business:

Reporting to:

Job Title:

Job Description:

Name and address of Employer:

From: Month Year

To: Month Year

Starting Salary: £ Per

Leaving Salary: £ Per

Telephone:

Type of Business:

Reporting to:

Job Title:

Job Description:

(please use a separate sheet for further details)

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EXPERIENCE:

Please detail any other work experience you have e.g. voluntary, freelance, project work etc:

Job Description:

Dates/Duration:

Job Description:

Dates/Duration:

Job Description:

Dates/Duration:

EDUCATION, QUALIFICATIONS AND 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 Gained:

Outline particular experience gained in previous positions, or in activities outside of work that you feel show your abilities and skills for the position applied for:

Interests/Hobbies – Give details of your main interests/hobbies:

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ADDITIONAL INFORMATION:

Give any further information which you think maybe relevant to your application:

REFERENCES:

After obtaining your permission, we may approach referees to obtain references with regard to your application.

Name:

Address:

Telephone:

Occupation:

Name:

Address:

Telephone:

Occupation:

I declare that to the best of my knowledge and belief, the information given in this application is correct and I consent to it being held under the terms of the Data Protection Act 1998.

Signature

Date

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FOR OFFICE USE ONLY

Application form evaluated by:

Date:

Comments:

1st Stage INTERVIEW Date/Time:

2nd Stage INTERVIEW Date/Time:

3rd Stage INTERVIEW Date/Time:

or reject

of hold

or reject

of hold

or reject

of hold

Offer details:

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