



EMPLOYMENT APPLICATION FORM

Please complete this application form in black ink and then return it to Anita Golds, HR Manager.

Post applied for:

Personal information		
vc		
Surname:		
Forenames:		
Title (Mr, Mrs, Miss, Ms, etc.):		
Previous names (if any):		
Current address:		
Daytime telephone number:		
Do you have the right to take up employment in the UK? If no, please provide further details.	YES/NO	
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	YES/NO	
Dates you are not available for interview:		
Education and qualifications		
From GCSE or equivalent to degree level in chronological order		
Establishment	Qualifications gained	

Postgraduate education or study or any other professional qualifications

Establishment

Qualifications gained

Employment history

Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving

Other information

Do you hold a full driving licence? If yes, do you have any current endorsements and what are they for?

Do you have any other training, qualifications, skills or personal qualities relevant to the post?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Have you made a previous application to the Company? If so, when was this and what was the outcome?

Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.

How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview (this enables us to comply with our obligations under the Equality Act 2010).

[Do you smoke?]

Do you know, or are you related to, any other employees of the Company? If your answer is "yes", please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them.

What are your salary expectations?

Referees

Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.

Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so.

First referee

Second referee

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify "None".

The Company will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which [has been made available for you to download from its website as part of this recruitment campaign]. The Company will only process your personal data where it has a lawful basis for such processing.

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed:

Date:

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