

# Application Form

## Position

Position Applied For:

Job Reference:

Closing Date:

## Important

This form may be photocopied. Please type or write clearly in black ink. Candidates may attach a statement in support of their application to this form should they so wish.

**If you require this form in large print or any other format, please contact us**

## Applicant Details

First Name(s):

Surname:

Telephone Number (Home):

Address:

Telephone Number (Mobile):

Email Address (Personal):

Preferred Method of Contact

Post

Email

Home no.

Mobile no.

   

Postcode:

## Most Recent Employer

Name:

Industry:

Your Position:

Start Date:

End Date:

Starting Salary:

£

Final Salary:

£

Notice Period  
(weeks):

Is your notice period negotiable?

YES

NO

Nature of the Employment:

Permanent

Temporary

Duties & Responsibilities:

Reason For Leaving:

Additional Benefits offered:

## Previous Employment History

Employer 1:

Industry:

Your Position:

Start Date:

End Date:

Duties & Responsibilities:

Reason For Leaving:

Employer 2:

Industry:

Your Position:

Start Date:

End Date:

Duties & Responsibilities:

Reason For Leaving:

Employer 3:

Industry:

Your Position:

Start Date:

End Date:

Duties & Responsibilities:

Reason For Leaving:

Please account for any gaps in your employment history

Dates	Reasons

Have you ever been dismissed from a job or resigned under threat of disciplinary/dismissal? (If yes please provide details)

YES

NO

## Secondary Education

School	Subject	Qualification	Grade	Year

## Higher Education

(Include information on undergraduate and postgraduate degrees, diplomas, evening, correspondence or training courses)

University/College	Subject	Qualification	Grade	Year

## Membership of Professional Bodies

Professional Body	Membership Grade	Date Joined

Can you provide evidence of all qualifications or memberships of professional organisations or bodies? (If no please provide details)

YES  NO

## **Experience and Achievements**

With reference to the job description, please detail how your education, training and previous work experience make you a suitable candidate for the role:

## **Leisure Interests**

Please provide details of any hobbies or social activities in which you have an interest:

## IT Skills

Please highlight the box which accurately describes your skills and abilities with the following computer programmes

Programme	Poor	Average	Good	Excellent
Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outlook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Powerpoint	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Details of any other IT skills / Programmes or qualifications

## Driving

Do you hold a current driving licence?

YES

NO

If yes, What type of licence do you hold?

Full

Provisional

LGV

PVC

Is your licence subject to any penalty points?

YES

NO

If yes, how many?

## Additional Skills

Please provide details of any additional skills you possess that may support your application

## Criminal Convictions

Do you have a criminal conviction that is not considered spent under the Rehabilitation of Offenders Act 1974?

YES

NO

Are you currently subject to any proceedings which may give rise to a relevant criminal conviction?

YES

NO

If yes, to either question please give details

## Application and Interview

How did you find out about this position?

Are there any dates on which you would not be available for interview if so please provide details:

Are there any adjustments that may be required to be made should you be invited for interview? If so please provide details below

YES

NO

## Employment References

Please provide details of two work related referees, one of which should be your current employer

### Referee 1

Name:

Company Name:

Address:

Postcode:

Telephone Number:

Email Address:

Relationship:

Are you happy for this referee to be contacted prior to interview?

YES

NO

### Referee 2

Name:

Company Name:

Address:

Postcode:

Telephone Number:

Email Address:

Relationship:

Are you happy for this referee to be contacted prior to interview?

YES

NO

## Additional Information

Please provide any addition information you feel is relevant to your application

## Data Protection Act 1998

The information provided in this form may be stored in both hardcopy and electronic format. In completing and signing this form you consent to the storing and processing by the company of any data (including any sensitive data) contained herein.

Any data collected will be used for the purpose of the selection procedure and should you be successful the information may be used for the administration of your recruitment and continued employment.

Any information provided will be stored and processed in accordance with the principles laid down by the Data Protection Act 1998.

## Declaration

I declare that to the best of knowledge the information I have provided within and in support of this application is true and accurate.

I understand that the provision of false or misleading information will lead to my exclusion for the remaining recruitment procedure and may result in my dismissal should I be appointed.

Name:

Signature:

Date: