

APPLICATION FORM

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. Application Form

Please complete the form as accurately and completely as you can

Position Applied for _____

(Enter date)

Available to take up employment

Salary required

£ _____ pa

2. Prepared to Work

Full Time Part time Shift work

3. Personal Details

First name

Last name

Address

Telephone numbers Private

Work

Mobile

Do you own a car?

Yes No

Have a current driving license

Yes No

Provisional

Yes No

Full

Yes No

HGV

Yes No

Have you any current endorsements

If yes, give details

4. Health

Are you in good health?

Yes No

Are there any disabilities, which may affect your application?

Yes No

If yes, describe disabilities and:

(a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in
Your application for the job

(b) any reasonable adjustments which you feel should be made to the job itself which would enable you to
Carry out the job.

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5. Languages

Do you speak or read a foreign language?

Yes No

If yes give details

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6. Secondary Education

School name/address	Examinations (subject/result, ect

7. Further Education and Training

University/College	Type of course	Subjects	Qualification or class of degree

8. Occupational Qualifications

College/Institute or other name	Qualification/Level

9. Membership of Professional Body

Name	Level

10. Employment

Required to provide full employment history and reasons for any gaps in employment, attach additional sheet if necessary

Present/Last employer

Address

Starting Date

Leaving Date

Job title

Duties/responsibilities

Reason for leaving

Finishing pay

£ pa

Other most recent employer

Address

Starting Date

Leaving Date

Job title

Duties/responsibilities

Reason for leaving	<input type="text"/>	
Finishing pay	£	pa <input type="text"/>
Other most recent employer	<input type="text"/>	
Address	<input type="text"/>	
Starting Date	<input type="text"/>	Leaving Date <input type="text"/>
Job title	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pa	£	pa <input type="text"/>
Other most recent employer	<input type="text"/>	
Address	<input type="text"/>	
Starting Date	<input type="text"/>	Leaving Date <input type="text"/>
Job title	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£	pa <input type="text"/>

Other most recent employer	<input type="text"/>	
Address	<input type="text"/>	
Starting Date	<input type="text"/>	Leaving Date <input type="text"/>
Job title	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£ <input type="text"/> pa <input type="text"/>	
1. General		

Interests/hobbies (give of pastimes,sports,ect)	<input type="text"/>
Offices held in social/sports clubs,ect	<input type="text"/>
Public duties (JP,Local councillor,ect) undertaken	<input type="text"/>
Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give details	<input type="text"/>
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give details	<input type="text"/>

2. Permission to Work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take employment in the UK.

Yes No

If you are successful in your application would you require permission to work in the UK?

Yes No

3. Community / Volunteer Experience

4. Personal References

Work reference – not members of your own family

Name

Address

Organisation

Occupation

Telephone number

E-mail address

Work, personal or educational Name

Address

Organisation	<input type="text"/>
Occupation	<input type="text"/>
Telephone number	<input type="text"/>
E-mail	<input type="text"/>

5. Additional Personal Details

Applicants are requested to tick the relevant boxes to enable the organisation to monitor its equal opportunity policy. Monitoring as recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

White – British	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>	Asian / Asian British – Indian	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>	Asian / Asian British – Pakistani	<input type="checkbox"/>
White – Other	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>	Asian / Asian British – Bangladeshi	<input type="checkbox"/>
		Mixed – Other	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>
Black/ Black British – Caribbean	<input type="checkbox"/>		<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black/ Black British – African	<input type="checkbox"/>		<input type="checkbox"/>	Other	<input type="checkbox"/>
Black/ Black British – Other	<input type="checkbox"/>		<input type="checkbox"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>

Date of Birth	<input type="text"/>
National Insurance Number	<input type="text"/>

6. Recruitment Policy

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sexual orientation, religion or belief, marital or civil partnership status, age or disability.

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

Declaration I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

Signature

Date

For Office Use Only

Starting date

Job Offered	<input type="text"/>
Pay	<input type="text"/>
Hours of Work	<input type="text"/>
Department/Supervisor	<input type="text"/>
Payroll number	<input type="text"/>
Recruitment Source	<input type="text"/>
National Insurance number	<input type="text"/>
Proof of right to work in the UK	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detail:	<input type="text"/>
P45 or P46	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pension entry date	<input type="text"/>
Reference requested	<input type="text"/>
Driving License	<input type="text"/>
Proof of qualifications	<input type="text"/>

Interview's Use Only					
	1	2	3	4	5
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature (1)..... Signature (2)					

