# APPLICATION FORM FOR EMPLOYMENT

# Post applying for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Full time/ Part time

**A Personal details:**

Title…………………………………………………….

Forename(s)……………………………………….

Surname..…………………………………………..

Address …………………………………………………….…………………………………………………….

…………………………………………………….………………………………………………………………….

Date of birth ………………………………………

Work tel. no ……………………………………… Personal tel. no………………………………..

Email address………………………………………………………………………………………………..

Current driving license? Yes/No Details of any endorsements ……………………

May we contact you at work? Yes/No

When are you available to start work? …………………………………………………….

Days/ times you are available to work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mon | Tues | Weds | Thurs | Fri |
| Morning | Morning | Morning | Morning | Morning |
| Afternoon | Afternoon | Afternoon | Afternoon | Afternoon |

Are you a smoker? Y/N

Do you have a current DBS certificate? Y/N. DBS number …………………………………..

Are you on the DBS update service? Y/N

**B Education training and schools**

Please show here that you have the training and qualifications asked for in the employee specification, including Apprenticeships and Memberships of Professional Bodies.

1. SCHOOLS Dates Qualifications

…………………………………………………………………………………………………………………………..

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1. COLLEGES/UNIVERSITIES Dates Qualifications

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1. OTHER TRAINING Dates

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**C. Employment history (please begin with most recent employer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date from | Date to | Name and address of employer | Job title and description | Reason for leaving | Wages/ salary |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Current notice required: ………………………………………………………………………………………**

D: Current role Please describe your duties in your current, or most recent relevant role.

E: Knowledge Please show you have the knowledge asked for in the job description

F: Experience Please show you have the experience asked for in the job description

G: Skills: Please show you have the skills asked for in the job description

H: Additional information: Please give details of any additional hobbies, interests or other relevant information. Please continue on another sheet if necessary.

I: References: Please give names and addresses of two referees. One should be your present employer or if not employed your last employer. If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job.

**Referee 1:**

Name:

Address:

Telephone number:

Email address:

Capacity in which known:

May we contact them prior to interview if shortlisted?

Y/N

**Referee 2:**

Name:

Address:

Telephone number:

Email address:

Capacity in which known:

May we contact them prior to interview if shortlisted?

Y/N

**J DATA PROTECTION NOTIFICATION:**

**(Please read this carefully before signing this application)**

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

**AUTHORISATION:** I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

**Signed: ………………………………………..**

**Date: ……………………………………………..**

**K** I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

**Signed......................................................... Date.............................................................**

**L** I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

* a UK passport
* an EU passport or national identity card
* a UK residence permit issued by the Home Office
* an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

**or** two from the following:-

* an official document bearing a national insurance number along with:-
  + a birth certificate, or
  + a letter from the Home Office, or
  + an immigration status document
* a work permit, along with:-
  + a passport, or
  + a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

If you wish to disclose any criminal convictions prior to your DBS check being completed please do so by enclosing this in a sealed envelope marked ‘confidential-disclosure’ and bringing this to your interview.

**Signed......................................................... Date.............................................................**

**M** I also confirm that if offered the position I consent to a Criminal Records Check being carried out. This will involve providing three sources of evidence from the list below.

* Driving licence
* UK passport
* Marriage certificate
* Birth Certificate
* Utility Bill
* Bank Statement
* Rent book
* UK Identity Card
* Work Visa

Signed ……………………………………………… Date ………………………………………………

Where did you see this post advertised?......................................................................