APPLICATION FOR

**EMPLOYMENT**

# Please write clearly throughout

****

## **PERSONAL**

Surname……………………..………………... Forenames…...………..…………….……………

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

Telephone Number …………….……..……………………………………………….

Mobile Telephone Number ……………………………………………………………

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

NI No. …………….…….... Height………………

Are you legally eligible for employment in the UK? YES/NO

Do you own a car? YES/NO Do you have a current driving licence? YES/NO Is it clean? YES/NO

If No, please give details…...……………………………………………………………………………...

Have you ever been convicted of a criminal offence which is not a spent conviction under the Rehabilitation of Offenders legislation? YES/NO If YES, please give details…………………….……

……………………………………………………………………………………………………………

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

## **EMPLOYMENT**

Position applied for……………………………………………………………………………………..…

What date would you be available for work?………………………………………………...……………

Have you any skills, experience or achievements that you feel would especially suit the job you are

applying for?………………………………………………………………………………………………

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

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|  |  |
| --- | --- |
| Schools | Examinations and Results |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| College/University | Courses and Results |
|  |  |
|  |  |
|  |  |
|  |  |
| Further Education and Formal Training | Courses and Results |
|  |  |
|  |  |
|  |  |
|  |  |

## **INTERESTS**

Please give brief details of pastimes, sports ambitions etc………………………………………………..

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

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

|  |
| --- |
| **PERSONAL REFERENCES** |
| Please give details of two people (not relatives) who we could approach for a confidential assessment of your suitability for this job. (One referee should be your current/last employer.) |
| Name…………………………………………..Occupation…………………………………….Address………………………………………..………………………………………………...………………………………………………...Telephone…………………………………….. | Name…………………………………………..Occupation…………………………………….Address………………………………………..………………………………………………...………………………………………………...Telephone…………………………………….. |

|  |
| --- |
| **EMPLOYMENT HISTORY** |
|  |
| Present/last employer……………………………………Type of Business……………………………... |
|  |
| Address……………………………………………………………………………………………………. |
|  |
| Type of work and responsibilities………………………………………………………………………… |
|  |
| ..…………………………………………………………………………………………………………… |
|  |
| ….…………………………………………………………………………………………………………. |
|  |
| From………………………… To……………….……… Current Salary……………………………… |
|  |
| Reason you want to leave/have left……………………………………………………………………….. |
|  |
|  |
| Please give details below of your previous employment, beginning with the most recent |
|  |
| Employer………………………...………………………Type of Business……………………………... |
|  |
| Address……………………………………………………………………………………………………. |
|  |
| Type of work and responsibilities………………………………………………………………………… |
|  |
| From…………… To…………… Reason for leaving……...…………………………………...……… |
|  |
| Employer………………………...………………………Type of Business……………………………... |
|  |
| Address……………………………………………………………………………………………………. |
|  |
| Type of work and responsibilities………………………………………………………………………… |
|  |
| From…………… To…………… Reason for leaving……...…………………………………...……… |
|  |
| Employer………………………...………………………Type of Business……………………………... |
|  |
| Address……………………………………………………………………………………………………. |
|  |
| Type of work and responsibilities………………………………………………………………………… |
|  |
| From…………… To…………… Reason for leaving……...…………………………………...……… |
|  |

## **DECLARATION**

The facts set forth in this application are, to the best of my knowledge, true and complete. I understand that any false information or deliberate omissions will disqualify me from employment, or may render me liable for dismissal.

Signature…………………………………………………….. Date……………………………………...

## DO NOT WRITE ON THIS PAGE

## **INTERVIEWERS**

Interviewer………………………………………………. Date………………………………………...

Comments

Interviewer………………………………………………. Date………………………………………...

Comments

Interviewer………………………………………………. Date………………………………………...

Comments

|  |  |  |
| --- | --- | --- |
| **Interviewers notes and reason for decision** | **Decision:** |  |
|  | Accept | 🞏 |
|  | Further Interview | 🞏 |
|  | Reject | 🞏 |
|  |  |  |
|  |  |  |

## **REFERENCE CHECK**

Starting Date……………………….…………….Job Title………………………………………………