

## SECTION SEVEN: REFERENCES

PLEASE GIVE THE DETAILS OF TWO REFEREES INCLUDING YOUR PRESENT OR MOST RECENT EMPLOYER IF POSSIBLE, WHO WE CAN APPROACH FOR A CONFIDENTIAL ASSESSMENT OF YOUR SUITABILITY FOR THIS JOB (RELATIVES MAY NOT BE GIVEN AS REFEREES).

NAME, POSITION, ADDRESS AND TELEPHONE NUMBER	NAME, POSITION, ADDRESS AND TELEPHONE NUMBER
--	--

MAY WE CONTACT PRIOR TO THE INTERVIEW? YES  NO

## SECTION EIGHT: APPLICANT DECLARATION

I CONFIRM THAT THE ABOVE INFORMATION IS CORRECT AND ACCURATE IN ALL RESPECTS.  
I UNDERSTAND THAT ANY FALSE INFORMATION OR DELIBERATE OMISSIONS WILL DISQUALIFY ME FROM EMPLOYMENT OR MAY RENDER ME LIABLE FOR DISMISSAL.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## FOR OFFICE USE ONLY

PROGRESS TO INTERVIEW YES  NO  IF YES, INTERVIEW DETAILS:

IF NO, REJECTION LETTER SENT YES  NO

INTERVIEWER:

INTERVIEWER NOTES:

OFFER OF EMPLOYMENT YES  NO

IF NO, REJECTION LETTER SENT YES  NO

IF YES, OFFER LETTER SENT YES  NO

START DATE:

WE WELCOME ALL APPLICATIONS REGARDLESS OF RACE, COLOUR, NATIONALITY, RELIGION, ETHNIC ORIGIN, SEX, SEXUALITY, AGE, SOCIAL BACKGROUND, MARITAL STATUS OR DISABILITY.



## CONFIDENTIAL APPLICATION FORM

POSITION APPLIED FOR:

\*PLEASE COMPLETE IN BLOCK CAPITALS

### SECTION ONE: PERSONAL DETAILS

TITLE: MR/MS/MRS/MISS FORENAME(S): SURNAME:

NATIONAL INSURANCE NUMBER:

DO YOU NEED A WORK PERMIT TO TAKE UP EMPLOYMENT IN THE UK? YES  NO

DETAILS:

ADDRESS:

TELEPHONE NO:

MOBILE:

WORK:

POSTCODE:

TICK THE BOX IF YOU DO NOT WISH TO BE CONTACTED AT WORK

### SECTION TWO: EDUCATION

NAME AND ADDRESS(ES) OF SCHOOL(S)/COLLEGE(S)	DATES		SUBJECT/COURSES STUDIED AND LEVEL	EXAMINATION RESULT/GRADE
	FROM	TO		

### SECTION THREE: FURTHER AND HIGHER QUALIFICATIONS

PLEASE GIVE DETAILS OF ALL FURTHER AND HIGHER EDUCATION SINCE LEAVING SCHOOL, INCLUDING TRAINING COURSES AND DETAILS OF QUALIFICATIONS.

UNIVERSITY/COLLEGE/INSTITUTE ATTENDED	DATES		SUBJECT/COURSES STUDIED AND LEVEL	QUALIFICATIONS OBTAINED
	FROM	TO		



**PROFESSIONAL ASSOCIATIONS:**

PLEASE DETAIL MEMBERSHIP OF ANY TECHNICAL OR PROFESSIONAL ASSOCIATION.

**FOREIGN LANGUAGES:**

PLEASE LIST ANY FOREIGN LANGUAGES YOU SPEAK AND YOUR LEVEL OF COMPETENCE BOTH ORAL AND WRITTEN.

**SECTION FOUR: EMPLOYMENT RECORD**

PLEASE START WITH LAST/PRESENT JOB AND IF NECESSARY, CONTINUE ON A SEPARATE SHEET.

DATES FROM	TO	NAME(S) AND ADDRESS(ES) OF EMPLOYER	POSITION HELD/ MAIN DUTIES	SALARY	REASON FOR LEAVING

PLEASE GIVE DETAILS OF ANY EXPERIENCE, SKILL OR ACHIEVEMENTS WHICH YOU FEEL MAY BE RELEVANT IN SUPPORT OF YOUR APPLICATION FOR EMPLOYMENT. (CONTINUE ON SEPARATE SHEET IF NECESSARY).

PLEASE SUMMARISE YOUR REASONS FOR APPLYING FOR EMPLOYMENT WITH THE COMPANY

**SECTION FIVE: DECLARATION OF HEALTH**

PLEASE GIVE DETAILS OF ANY SERIOUS ILLNESS/DISABILITIES SUFFERED IN THE LAST FIVE YEARS.

HOW MANY DAYS ABSENT FROM WORK DID YOU HAVE DURING THE LAST 12 MONTHS **SECTION SIX: SUPPLEMENTARY INFORMATION**PLEASE GIVE DATES OF ANY HOLIDAYS ARRANGED: ARE YOU SUBJECT TO ANY RESTRICTIVE COVENANTS IN YOUR CURRENT EMPLOYMENT? YES  NO 

IF YES, PLEASE GIVE FURTHER INFORMATION:

ARE YOU ABLE TO WORK OVERTIME AND WEEKENDS WHEN REQUIRED? YES  NO ARE YOU ABLE TO WORK SHIFTS WHEN REQUIRED? YES  NO HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES  NO 

(WHICH IS NOT A SPENT CONVICTION UNDER THE REHABILITATION OF OFFENDERS ACT 1974)

IF YES PLEASE GIVE INFORMATION:

SALARY RANGE EXPECTED:

HOW MUCH NOTICE ARE YOU REQUIRED TO GIVE TO LEAVE YOUR PRESENT EMPLOYMENT?

HAVE YOU WORKED FOR THE COMPANY BEFORE? YES  NO 

IF YES PLEASE GIVE REASONS FOR LEAVING:

HAVE YOU APPLIED TO THE COMPANY BEFORE? YES  NO 

IF YES PLEASE GIVE DETAILS:

PLEASE LIST YOUR INTERESTS, HOBBIES ETC:

DO YOU HAVE A CURRENT DRIVING LICENSE? YES  NO 

(PLEASE LIST ANY CURRENT ENDORSEMENTS)

DO YOU HAVE YOUR OWN TRANSPORT? YES  NO DO YOU HAVE ANY FAMILY OR OTHER CONTACTS WITHIN THE COMPANY? YES  NO 

IF YES PLEASE GIVE DETAILS: