

# Application For Employment

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment.

The form is divided into several parts; please complete all parts. Please do not separate any part of the form.

Where the application is successful we may wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998.

## Personal Details

Name	
Address	
Telephone (Home)	
Telephone (Mobile)	
E-Mail Address (Home)	

## General Details

	Yes	No
Have you made an application for a job with us before?		

	Yes	No
Are you eligible to work in the UK?		
Please state below what documentation you can provide to demonstrate this (e.g. British Passport, European Economic Area Identity Card, Full Birth Certificate, Passport or travel document showing an authorisation to reside and work in the UK)		

	Yes	No
Have you ever been convicted of a criminal offence?		
If Yes, please give details below: Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974		

	Yes	No
Are there any adjustments that may be required to be made should you be invited for interview? If Yes, please give details below.		

	Yes	No
Do you hold a full UK Driving Licence?		
Please give details of any current penalty points or driving convictions, including any pending convictions. Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974		

## References

Please provide the names of two people who are willing to provide you with a reference; one of whom should preferably be your present/most recent employer.

Name	
Company Name	
Telephone No.	
E-Mail Address	
Relationship	(e.g. current employer)

Name	
Company Name	
Telephone No.	
E-Mail Address	
Relationship	(e.g. former employer)

I give\* / do not\* give permission to take up a reference with my current employer prior to an offer of employment being made.

\*Please delete as appropriate.

## Employment History

Please give the details of all jobs held, including part-time and unpaid work, starting with your current or most recent employer.

Name and Full Address of Employer; Nature of Business	Job Title, Key Responsibilities & Key Achievements	Date & Reason for Leaving



## Other Skills

Please state your proficiency in using the following software packages.

Please tick as appropriate.

Software	No Experience	Basic Knowledge	Intermediate Knowledge	Advanced Knowledge
MS Word				
MS Excel				
E-Mail / Outlook				
Internet				

	Yes	No
In addition to English, are you able to speak any additional languages?		
If yes, please give details below indication written/spoken proficiency		

## Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

## Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to

references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

Signed		Date	
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Please provide a list of any documents attached or additional sheets used:
