



Job Application Form

Title of post applied for:

Job Ref:

Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

Confidential

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		Initials:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address: <Town> <Post Code> E-Mail address:		Tel No (home):	
		Tel No (business):	
		Tel No (mobile):	
		Nat. Insurance No:	
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of the post?			
Preferred work arrangements:	<input type="checkbox"/> Full-time <input type="checkbox"/> Job share <input type="checkbox"/> Term time only <input type="checkbox"/> 30 hrs a week		

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification may be requested at interview)

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Professional Qualifications currently held: how obtained, grade and date

Other relevant Educational or Training Courses, with dates

3. PRESENT POST

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address: <Town> <Post Code>		Date Commenced:	
		Date Ended (if applicable):	
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): 			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are available for interview:			

4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary.)

Name and Address of Employers	Start and end dates of employment	Position held	Reason for leaving	Final grade/salary
<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>	to			

Description of duties:

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>	to			
--------------------------------------------------------------------------------	----	--	--	--

Description of duties:

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>	to			
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Description of duties:

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>	to			
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Description of duties:

(continuation sheet)

Name and Address of Employers	Start and end dates of employment	Position held	Reason for leaving	Final grade/salary
<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>	to			
Description of duties:				

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>	to			
Description of duties:				

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>	to			
Description of duties:				

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>	to			
Description of duties:				

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>	to			
Description of duties:				

5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB

6. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current driving licence?

Yes

No

Do you have access to a car?

Yes

No

Disabilities

If selected for interview, do you require any special arrangements to be made on account of a disability?

Yes

No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Have you any convictions that are not spent under Rehabilitation of Offenders Act?

Yes

No

If Yes, please provide further details:

As this post is covered by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975, both spent and unspent convictions must be declared

Please be aware that any application is dependent upon the following:

1. Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service;
2. Such disclosure being acceptable to us;
3. Proof of identity and legal right to work in the UK;
4. Two satisfactory references including one from your most recent employer;
5. That you will supply a recent photograph of yourself for retention in your record;
6. Evidence of physical or mental suitability for your work;
7. Documentary evidence of any qualifications relevant for the position.

7. REFERENCES

Referee 1		Referee 2	
Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
<Town> <Post Code>		<Town> <Post Code>	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:		Date:	
Name:			

The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.