

APPLICATION FOR EMPLOYMENT

Application for the Post of	
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PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname					
Forename(s)					
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)					
Current Address (Please include Postcode)					
National Insurance Number					
Home Telephone Number					
Mobile Telephone Number					
Email Address					

EDUCATION (Most recent first)

School / College / University etc attended	From	To	Qualifications gained or course studied (include grades)

EMPLOYMENT HISTORY

Name and Address of Present or most recent Employer			
Job Title			
Start Date		Notice required or date left	
Salary or Rate per hour		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities and, if applicable, your reason for leaving:			

EMPLOYMENT PRIOR TO ABOVE (Most recent first)

Name & Address of Employer	Dates From/To (MM/YY)	Position held and description of duties	Reason for Leaving

TRAINING / CONTINUING PROFESSIONAL DEVELOPMENT

Please give details of relevant training / development activities.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

GENERAL INFORMATION

Health

How many days have you been absent from work due to illness during the past year?

Is there any additional information you wish to provide?

Do you consider yourself disabled under the Disability Discrimination Act? YES / NO

Do you hold a full current driving licence? YES / NO

Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:

Do you have your own transport? YES / NO

Disclosure of Criminal Offences

Do you have any criminal convictions? YES / NO

If yes, please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years.

What are your hobbies and interests? (continue on page 5 if required)

Please explain why you are applying for this post at this time (continue on page 5 if required)

Please outline any practical skills you possess which may benefit you in this role (please refer to job description enclosed, continue on page 5 if required)

REFEREES

Please give details of two referees, not related to you, one of which should be your current (or most recent) employer. Referees will not be contacted until the interview process is complete. NO approach will be made to your current employer without permission.

Name:	Name:
Address:	Address:
Telephone no:	Telephone no:
Relationship to you:	Relationship to you:

DECLARATION

I certify that the above information, and that contained on attached documents, is true and complete to the best of my knowledge.

I understand that any misrepresentation by me will lead to the withdrawal of any employment or my employment being terminated.

Signed

Date

Additional space if required

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for providing additional space if needed.