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APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Post applied for				Salary Required:
Personal Details				
Surname				
Forename(s)				Title
Address:				
Postcode:				
Tel No (Home):			Mobile Phone:	
Tel No (Work):			E mail:	
Date of birth:			National Insurance No:	
Do you have a current UK driving licence?:			Give details of any endorsements:	
Education	O Level / GCSE or equivalent (please specify)		A Levels or equivalent (please specify)	
Secondary level education Qualifications achieved stating subjects / grade / levels / dates	SUBJECT	GRADES/DATES	SUBJECT	GRADES/DATES
Further, Higher and/or Professional Education if applicable (continue in training section below if necessary)				
	Highest Qualification:		Other Qualifications:	
State College/University attended with dates				
Qualification / subject / grade				
Training and/or additional Qualifications				
Any relevant training courses attended or additional qualifications (with dates)				

Present or most recent employment	
Employer's name	Tel No:
Address	
Position held (full time or part time) and outline of duties	
Date commenced	Salary:
Date and reason(s) for leaving (if appropriate)	
Date available to start:	
Former employment: Please list in chronological order, with your most recent post first. Use separate sheet where necessary	
Name, address & tel no of employer	
Dates employed	Salary:
Position held and outline of duties	
Reason for leaving	
Name, address & tel no of employer	
Dates employed	Salary:
Position held and outline of duties	
Reason for leaving	
Additional information	
Describe the relevant skills and experience you can bring to this post (include any IT skills)	
Leisure activities:	
References	Please give details of two referees (one of whom should be your present or last employer). A report from your present or most recent employer will be required but we shall not approach him/her without your permission. May we do so now? Yes <input type="checkbox"/> No <input type="checkbox"/>
Referee 1 (name, address & tel no)	
Referee 2 (name, address & tel no)	
Health Record	In the past 12 months, how many days sickness have you had: 0 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 15 <input type="checkbox"/> 16 – 20 <input type="checkbox"/> 20 + <input type="checkbox"/> Do you suffer from any intermittent health conditions and if so, what are they? Please give details below:
Criminal Record	Have you ever been convicted of a criminal offence? If so, please give details of the offence and the sentence imposed. Convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 need not be mentioned Yes <input type="checkbox"/> (give details overleaf) No <input type="checkbox"/>
Declaration: I declare that the information given is, to the best of my knowledge and belief, correct and complete.	
(Warning: If you give any details which you know to be false, or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, dismissal).	
Signature	Date:

Office Use
References
obtained
(attach notes)