

Application for Employment

Please complete all aspects of this form in full and honestly. If you wish to submit your CV in addition, please do so.

Position applied for

Location of position

Date of application

How did you hear about this vacancy?

Dates you are **not** available for interview

Do you have the right to take up employment in the UK? YES/NO

If not, please provide details:

If you do not have the right to work in the UK, would you wish the Company to assist you in applying for the right to work? YES/NO

Have you applied to the Company before? YES/NO

What role what was the outcome?

What date:

Personal Details

Surname

Title

First Name(s)

Address, including postcode

Home Tel No.

Mobile Tel No.

Email address

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

If you have any endorsements or issues pending please give details:

Do you have access to a car for work? YES / NO

Salary expectations Notice period

Education (from 11 - 16 years)

Name of School	Dates	Examinations Taken	Grade

Education (from 16 years)

Name of College / University	Full / Part Time	Dates	Examinations Taken	Grade

Any other qualifications / work related training relevant to this application

Type of training or qualification

Date Attained

Any other skills or personal qualities relevant to this application

Please use this section to explain why you are interested in this role, why you believe you are the best person for the job, along with any other information that may assist your application:

Employment History, present or most recent position

Name of Employer Nature of business

Address Tel Number

Dates: from to

Job Title

Type of work, duties and key responsibilities

Current salary Bonus

Reason for leaving/wishing to leave

Previous employment (Most recent first)

Name of Employer Tel Number

Address

Job Title

Type of work, duties and key responsibilities

Dates: from to

Salary £

Reason for leaving

Name of Employer	Tel Number
Address	
Job Title	
Type of work, duties and key responsibilities	
Dates: from	to
Salary £	
Reason for leaving	

Name of Employer	Tel Number
Address	
Job Title	
Type of work, duties and key responsibilities	
Dates: from	to
Salary £	
Reason for leaving	

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education:

..please continue on an additional sheet if necessary, in the same format.

Support

If you are disabled, please give details of any special arrangements you require to attend interview or support your application in any way (this is so we can comply with our responsibilities under the Equality Act 2010).

References – Please note these will only be requested, with your permission, if you are offered a position

A. Most recent employer (or education if first job)

Name

Address

Email

Tel

B. Next to most recent employer

Name

Address

Email

Tel

Supplemental Information

Have you ever been dismissed from any previous employer? YES / NO

Do you have any other employment or commercial interests? If yes, please detail. YES / NO

If offered a position would you continue to work in any other capacity?

YES / NO

If yes, please detail

Do you know, or are your related to, any other employee at the Company?

YES / NO

If yes, please provide the names/s and how you know them/relationship to them:

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any cautions or convictions, whether spent or unspent, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please note that protected cautions and convictions do not need to be disclosed. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and we advise you check before completing this section.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

YES / NO

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

YES / NO

Declaration

1. I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.
2. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment and I consent to references being requested.
3. I confirm that I have been provided with the Companies Privacy Notice for Job Applicants.

Signed

Date