



APPLICATION FOR EMPLOYMENT

Position applied for

PERSONAL PARTICULARS (Block Capitals)

Name	
Address	
Post Code	How long have you lived at this address?
Home Tel	Mobile
Email Address	
Other addresses at which you have lived in the past 2 years, if any.	
Do you know of any reasons why you may not legally be able to take this position?'	YES NO
Are you over the age of 18?	YES NO
Do you have any specific requirements in order to perform this job effectively?	YES NO
We have a legal obligation to ascertain whether you have the right to be employed and work in the UK. Are you aware of any restriction on you working in the UK?	YES NO
Do you have any current commitments which may affect your ability to do this job, or which may impact your attendance?	YES NO
What languages do you fluently write or speak?	
Please provide below any specific dates on which you will require time off from work during the next 12 months, for example holidays already booked.	

EDUCATION/TRAINING

Last school attended	Qualifications

FURTHER EDUCATION/TRAINING

Please give details of further education training to date

College/University attended	Qualifications
Membership of any Technical or Professional Associations	

EMPLOYMENT HISTORY

Current / most recent Employer's Name Address		Nature of Business	
Post Code			
Dates from/to MONTH & YEAR	Position	Salary	Outline duties and reason for leaving

PREVIOUS EMPLOYMENT (OVER LAST 5 YEARS)

PLUS REASONS FOR ANY BREAK IN EMPLOYMENT

Dates from/to MONTH & YEAR	Employers name and nature of business	Post held & final salary	Outline duties and reason for leaving

Continue on separate sheet if necessary

Full Name and Postal Address of two Referees – including your current/last Employer. (To be taken up only if you accept a position with us)

1.
2.

Please give date when you would be available to commence employment.
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Please attach sheet should you wish to provide any further information.

DECLARATION and SIGNATURE

I declare that the information shown on this form and any accompanying documentation is true and complete. I will give you any proof or further information you ask for.

Upon successful appointment to the role, I authorize you to contact previous employers for a reference. Any offer of employment will be subject to satisfactory references and other checks detailed in the offer letter.

By signing this application form, I confirm that I have not misrepresented any of the information. I further confirm that I understand that should it be found that I have provided false information, the Company reserves the right to report the matter to the appropriate authorities if necessary.

Date **Signature**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

FOR OFFICE USE ONLY
INTERVIEW RECORD

Interviewed by	Date
Details	
Type of ID provided:	Copy taken:
Visa Type:	Expiry date:

DECISION Accept /Reject

Date references taken.....

Reference 1 OK/not OK
Reference 2 OK/not OK

Start date if applicable	
Weekday hours agreed	

Check List for Start Date.

Bank Details:

Name of Bank	
Sort Code	
Account Number	

National Insurance No	
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Driving License No	
Passport No	
P45	
Emergency Contact	