

Confidential Application for Employment

Section 1 – Personal Details

Forename(s):	Surname:
Address:	Telephone: Day: _____ Mobile: _____ Evening: _____
Post Code:	
National Insurance No:	Date of Birth:
Email Address:	Gender:

Section 2 – Employment Details

Position Applied For:
If offered this position, will you be working in any other department?
What date would you be available to start work?
Reasons for leaving current employment?

Section 3 – Health

Are you in good general health? If No please state medical condition.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you visited your doctors in the last 2 years? If Yes please give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you receiving any medical treatment? If yes, please state what?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any form of disability? If Yes please give details of how we can help you overcome these limitations.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please list any absence from work in the past 12 months and state the reasons for them.	

Section 4 – General Information

Do you hold a current Driving Licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, do you have any Endorsements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details		
Declaration of Criminal Offence. Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Nature of Offence		
Date of Offence:		
Signed:		
Are you a UK or European Union National?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are not please attach the relevant documentation stating your eligibility for employment in the U.K.		

Section 5 – Hobbies and Interests

Please give details of hobbies and interests:

Section 6 – Education

School/College/University	Date	Qualifications (Subjects and Results)

Please state any skills you have, or courses you have attended relevant to the position you have applied for:

Do you speak or read a foreign language? *(Please give details):*

Section 7 – Work History Voluntary, Unpaid, etc *(Starting with most recent)*

Name & Address of Employer:

Telephone:

Email:

Starting/Leaving Dates:

Rate of Pay:

Job Title:

Name of Supervisor/Manager:

Details of Duties/Responsibilities:

Reason for Leaving

Name & Address of Employer:

Telephone:

Email:

Starting/Leaving Dates:

Rate of Pay:

Job Title:

Name of Supervisor/Manager:

Details of Duties/Responsibilities:

Reason for Leaving

Section 8 – References

Please give the details of two people to whom we may contact for references, one of which should be a character reference and the other should preferably be your last or current employer. If you do not want us to contact your current employer unless we offer you the position please tick the box. In which case a previous employer would be acceptable.

Employer Reference	Character Reference
Name:	Name:
Name of Company:	Relationship to you:
Their position in Company:	Length of time known:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:

Declaration

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer's service if I am employed.

I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information.

Applicant's Signature Date / /