

Application for Employment

Applicant Information

Mr. Mrs. Miss Other (Please state)

Full Name: Last First Others

Address:

House Number and Street Address

Town/City County Post Code

Telephone: E-mail Address:

Mobile: Position applied for:

Current Driving Licence: **Yes** **No** Details of Current Endorsements:

Education/Qualifications

Schools	Dates	Qualifications
Colleges/Universities	Dates	Qualifications
Other Training	Dates	Qualifications

References

Please list names and addresses of two persons whom we may obtain both work experience and character references. We reserve the right to contact past employers.

Reference 1

Full Name: Relationship:
Company: Telephone:
Address:

Reference 2

Full Name: Relationship:
Company: Telephone:
Address:

Employment History (please commence with most recent employer)

Dates From-To	Name and Address of Employer	Job Title	Wages/Salary	Reason for Leaving

Current Notice Required:

Health Details

Do you have a mental or physical disability? **Yes** **No**

If yes, please give details:

What adjustments, if any, need to be made to the working environment to accommodate your disability:

Experience and Skills (please briefly outline your current duties and past experience)

Leisure

Please list any sports, hobbies, pastimes, etc.

Criminal Record

Please note any criminal convictions except those "spent" under the Rehabilitation of Offenders Act 1974.

General Comments

You may wish to set out below the principal reason for your application and highlight main achievements to date and the strengths you would bring to this post. Continue on a separate sheet if necessary.

Data Protection Notification (please read carefully before signing this application)

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law or where we have retained the services of a third party representative to act on your/our behalf.

Authorisation: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signature:

Date:

I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

Signature:

Date:

I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:

- A UK Passport
- An EU Passport or National Identity Card
- A UK Residence Permit issued by the Home Office
- An application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

Or two from the following:-

- An official document bearing a national insurance number along with:-
 - a birth certificate or,
 - a letter from the Home Office, or
 - an immigration status document
- A work permit along with:-
 - a passport, or
 - a letter from the Home Office

In either case these must confirm the holder has permission to enter or remain in the UK and taken the work permit employment in question.

Signature:

Date: