



# Application for Employment

(Block capitals or typescript)

Post for which you are applying:	How did you hear about this vacancy?
	Date of publication (if applicable):

## Personal Details

Surname:	First Names:
Mr/Mrs/Miss/Ms:	
Maiden and Other names: Address:	Telephone number (including STD code) Home: Mobile: Other:
Postcode:	
Nationality:	Do you hold a full licence to drive a car? YES/NO Date you passed your test: Details of Endorsements:
Do you require a Work Permit to be employed in the United Kingdom? YES/NO	Do you own a car? YES/NO

## Career History *(in chronological order)*

Name and address of recent and previous employers	From	To	Appointments held and brief descriptions and current salary	Reason for Leaving

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### *Education and Training*

Secondary School/ College/ University attended	Full or Part-time	From	To	Course(s) taken or currently studying	Examination results (incl. grades)

Other relevant training courses attended:

Professional Qualifications: \_\_\_\_\_ Professional Body: \_\_\_\_\_

Details of UK registration:

Do you speak any foreign language? If yes, please indicate:

### *General Information*

Explain why you are interested in this position, how you feel you would benefit our customers and give any additional information in support of your application including relevant skills and personal qualities. **(Continue on a separate sheet if necessary)**

Please list your interests or hobbies:

### *Interview*

Do you regard yourself as disabled? YES/NO

If so, do you require special facilities for interview?

**Please note that all candidates are treated equally regardless of their age, sex, sexual orientation, marital status, race, ethnic origin, religious belief or disability.**

### *References (for external candidates only)*

Give names and addresses (and telephone numbers, if possible) of two referees. The first should be your present or most recent employer (or head teacher, if a school leaver). The second should be a personal referee.

1.Recent Employer:

2.Personal:

Tel:

Tel:

May we approach them prior to interview? 1. YES/NO 2. YES/NO  
(Referees will only be contacted if you have been requested to attend for an interview. References are confidential)



### Miscellaneous

If offered the position will you continue to work in any other capacity? YES/NO

What notice period do you have to give?

To the best of my knowledge the above facts are a true statement of myself. I accept that providing deliberately false information could result in my dismissal.

Signature of Applicant .....

Date .....

### Company Use

Date received:			
Invite to interview	YES/NO	Reject letter Date:	
1st Interview Date:		Reject letter Date:	
2nd Interview Date:		Reject letter Date:	
Offer letter Date:			