

# Application form



**Please use black ink**

Job applied for: \_\_\_\_\_  
Job reference number: \_\_\_\_\_  
Location: \_\_\_\_\_

## Section one: Personal details

Mr  Mrs  Miss  Ms

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Home address and postcode: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number (daytime): \_\_\_\_\_ (evening) : \_\_\_\_\_

Email address: \_\_\_\_\_

Do you have any restrictions on working in the UK?

Yes  No

\*If yes, do you hold appropriate work visa/permits for the full term of this job?

Yes  No

\*It is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK. You will need to provide us with, one of the following documents:

A) Your passport, Birth Certificate or National ID card (for European Economic Area members only).

OR

B) A document providing your permanent National Insurance Number (e.g. P45, P60) plus one of the following; Birth Certificate (issued in the UK, Ireland, Isle of man or Channel Islands) Certificate of Naturalisation as a British Citizen, letter from Home Office, granting indefinite leave to remain the in UK, Residence Permit.

OR

C) Your Work permit plus one of the following: A passport or other travel document that shows leave to enter and take up work in UK, letter from Home Office proving right to enter and take up work.

We will not be able to employ you if you cannot produce any of these documents when requested.

## Section two: Current employment

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Your employer: \_\_\_\_\_

Address and postcode: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The date you started: \_\_\_\_\_

The notice you have to give: \_\_\_\_\_

The reason for leaving: \_\_\_\_\_

The date you left: \_\_\_\_\_

Please give brief details of your responsibilities:

## Section three: Previous employment

Dates (mm/yy)	Your employers name and address	Your job title and main duties	Reason for leaving
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Are there any gaps in your employment history? Yes  No

If yes, please give details:

## Section four: Education and training

Dates (mm/yy)	School, collage or university	Exams that you have passed, professional qualification and training

## Section five: Voluntary and community work

Please give details of any voluntary and community work you have been involved in.

## Section six: Supporting statement

Please explain why you are applying for this job. Based on the person specification, provide **specific examples** to show how you meet each one of the essential and desirable criteria (If you need more space you may continue on a separate sheet but no more than two sides of A4).

## Section seven: References

We need to take references covering your last three years of employment. One referee must be your current employer. The nominated referees should be someone with line management responsibility who has supervised your work, a university or college tutor or a person within the Human Resources department within the organisation/company. We will not accept personal references.

We will only give you a job if we get two references that are satisfactory to us.

### **Current Employer**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address and postcode:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

### **Previous Employer**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address and postcode:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

## Section eight: Declaration

I confirm that as far as I know, the information that I have given on this application form is true and correct. You can treat this as part of my contract of employment if I get the job.

Data protection Act 1998

I agree that you may hold information in this application on manual and computerised files for relevant employment related purposes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_