

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

### Personal details

<p>Title: Mr Mrs Miss Ms:</p> <p>Full Address:</p> <p>Nationality:</p> <p>Do you hold a Current Driving Licence? YES/NO (delete as appropriate)</p> <p>List any penalty points:</p> <p>Are you registered disabled? If Yes please give details of how we can help you overcome these limitations.</p>	<p>Full name:</p> <p>Telephone number:</p> <p>Mobile:</p> <p>Email address:</p> <p>Position Applied for:</p> <p>Are there any days of the week and times you are unable to work? <i>(please state below)</i></p>
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### Education & Training *(Should you need more space please continue on a separate sheet.)*

School/College	Qualifications	Date Qualification awarded

## Other qualifications or courses attended

(Should you need more space please continue on a separate sheet.)

Courses	Qualifications	Dates attended/completed

## Employment History

Name & Address of Employer (including dates)	Job Title and Description of Duties	Rate of Pay	Reason for Leaving

## Information in support of your application

Please include any skills and experience you have acquired that can support this application whether within the working environment or outside.

## References

Please give the names and addresses of two people to whom we can apply for a reference. One of these should be your current/previous employer. The second can be a character reference. Someone who has known you for a period of time but **not** as a member of the family or friends.

If you do not want us to contact them unless we offer you the position, please tick box.

Full Name:

Full Name:

Position:

Position:

Address:

Address:

Email address:

Email address:

Telephone number:

Telephone number:

## Criminal Record

Please list any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state 'none'

If you were successful what is the earliest date you could start?

## Declaration

I confirm that the information provided on this application form is accurate and correct. I understand that any untrue or misleading information will give my employer the right to terminate any employment contract offered to me. I consent to my details being processed and stored in respect of job vacancies.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Should you be successful to be invited to an interview please note the following:-  
Under the Immigration, Asylum and Nationality Act 2006 we have a duty to prevent illegal working by carrying out documentation checks to confirm if a person has the right to work in the UK. Please bring with you to the interview proof of your right to work. The documents must be original either your birth certificate or passport. If you do not have either of those a full list of documents which can be used as proof can be found on [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) web site.

Could you also bring proof of your National Insurance number which you can find on a P45/P60 or on any Inland Revenue documentation or on a recent payslip. The plastic card unfortunately is not proof.

***If we do not have any vacancies at the time of your application your application will be kept on file for a period of 3 months, after this period you will need to reapply again.***