

Email address			
Telephone number	Day:	Evening:	Mobile:
Nationality			
National Insurance Number			

ELIGIBILITY

To comply with the Immigration, Asylum and Nationality Act 2006, if you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant travel document or, if none of these are available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as a P45, P46, P60 or a payslip. Any offer of employment will be withdrawn or revoked unless such evidence has been produced.

Are you eligible for employment in the UK, in accordance with the above Act?	
Do you have proof of eligibility to work in the UK?	
Do you require a Work Permit to work in the UK?	
If so, please give Work Permit number	

ADDITIONAL PERSONAL DETAILS

Do you have a relevant current valid full UK driving licence?	
Provide details of any endorsements / pending endorsements / fines or convictions	
Do you have your own transport?	
If yes, are you willing to use it upon company business?	

CRIMINAL RECORDS DISCLOSURE

Have you ever been convicted of an offence which is not regarded as "spent" under the Rehabilitation of Offenders Act 1974?	
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02.1

OR

[IF THE ROLE/TYPE OF WORK WHICH THE COMPANY UNDERTAKES IS EXEMPT UNDER THE REHABILITATION OF OFFENDERS ACT THEN USE THE FOLLOWING CLAUSE]

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

You are therefore required to declare all convictions, cautions or bind-overs you may have, or have had in the past, even if they would otherwise be regarded as "spent" under the Rehabilitation of Offenders Act 1974.

If applicable, do you consent to the Company requesting an appropriate disclosure from the Criminal Records Bureau (CRB) to obtain a certificate of any criminal records you may have?

■ REFERENCES

Please provide the full names and addresses of two referees (not relatives or friends), which should preferably be previous employers, whom we may contact with regard to your application. All offers of employment are strictly subject to satisfactory references being received.

Reference 1 Name

Address

Telephone

Occupation

Capacity and period known to you

Reference 2 Name

Address

Telephone

Occupation

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Capacity and period known to you

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Have you any objection to these references being obtained prior to interview?

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Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so.

 EMPLOYMENT HISTORY			
Name and address of present/ most recent employer			
Start date		End date	
Type of business		Job title	
Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/ responsibilities			
Reason for leaving			

Name and address of previous employer			
Start date		End date	
Type of business		Job title	

02.1

Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/ responsibilities			
Reason for leaving			

Name and address of previous employer			
Start date		End date	
Type of business		Job title	
Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/ responsibilities			
Reason for leaving			

Please state reasons for any gaps in employment:

 PROFESSIONAL QUALIFICATIONS / TRAINING		
Establishment/Organisation/Course	Date:	Level Gained:

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 PROFESSIONAL BODIES / INSTITUTES		
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Establishment/Organisation/Course	Date:	Level Gained:

 EDUCATION / QUALIFICATION (Please note, original certificates will be requested)		
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Establishment/Organisation/School:	Subject:	Qualifications and grades obtained:

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 **SKILLS AND EXPERIENCE**

Please outline clearly the skills, knowledge and experience you have gained and how it would enable you to undertake this post effectively (please continue on a separate sheet if necessary) or activities outside of work that you feel are relevant to the post (e.g. voluntary, freelance, project work, etc.).

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■ INTERESTS AND OTHER RELEVANT INFORMATION

Give details of any leisure interests/hobbies you have and/or any further information which you think may assist us in considering your application.

■ DECLARATION

I declare to the best of my knowledge and belief, the details I have given either in writing on this form or verbally are correct and that any misrepresentation, false, misleading or inaccurate information given by me will be sufficient grounds for revoking any offer of employment, or dismissal without notice if I am employed.

I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and I agree that such checks may be made by the Company.

I give permission for my referees as stated above to be contacted and understand that any offer will be subject to receipt of satisfactory references by the Company, evidence of qualifications and of identity and work status.

■ DATA PROTECTION ACT 1998

I understand that the Company needs to collect and use certain types of information about employees in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and, if appointed, will be used as part of my personnel records.

I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

This information will be used solely in the recruitment process and will only be retained for as long as is deemed necessary. Such information may

include details relating to equal opportunities, these will be used solely for internal monitoring and will not be disclosed to any third party.

Signed _____

Dated _____

We are an equal opportunities employer.

You may include a C.V. with this application.

PLEASE RETURN COMPLETED APPLICATION FORM



NOTES / ADDITIONAL INFORMATION (For company use only)

Date:

Completed by: