



## Employment Application Form

The following information will be treated in strictest confidence.  
(Please complete fully in Block Capitals)

Position Applied For: \_\_\_\_\_ Where did you hear about us? \_\_\_\_\_

Employment Status      Full Time       Part Time       Temporary

Please outline the hours/shifts you are available to work: \_\_\_\_\_

### Personal Details

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Business: \_\_\_\_\_

How do you intend to travel to work: \_\_\_\_\_

### Employment Details

Are you currently employed Yes/No

Name of current or last employer: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Business \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job Title and a brief description of the duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of Service      From: \_\_\_\_\_      To: \_\_\_\_\_

How much notice are you required to give to your current employer? \_\_\_\_\_

Please give details of your past employment, excluding your present or last employer, stating with the most recent.

| <b><i>Name and address of employer</i></b> | <b><i>Dates</i></b> | <b><i>Position Held/Main Duties</i></b> | <b><i>Reason for Leaving</i></b> |
|--|---------------------|---|----------------------------------|
|  |                     |   |                                  |

**Education**

|                       |      |    |                        |
|-----------------------|------|----|------------------------|
| Secondary School      | From | To | Examinations & Results |
|                       |      |    |                        |
| College or University | From | To | Examinations & Results |
|                       |      |    |                        |

| Further Formal Training                              | From | To      | Certificate/Qualification |
|--|------|---------|---------------------------|
|  |      |         |                           |
| Job Related Training Courses<br>Name of Organisation | Date | Subject |                           |
|  |      |         |                           |

Please give details of membership of any technical or professional associations:

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Please list any foreign languages spoken and the level of competence:

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Interests, Achievements, Leisure Activities (e.g. hobbies, sports, club memberships):

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Supplementary Information (Please set out below any further information to support your application, e.g. past achievements, Future aspirations, personal strengths, etc.)

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## Additional Information

|   |        |
|---|--------|
| Are you involved in any activity that might limit your availability to work or your working hours e.g. local government?<br>If 'yes', please give details:          | Yes/No |
| Are you subject to any restrictions or covenants that might restrict your working activities?<br>If 'yes', please give details:                                     | Yes/No |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?<br>If 'yes', please give details:                           | Yes/No |
| If called for interview, are there any adjustments we should make to enable you to attend?<br>If 'yes', please give details:  | Yes/No |
| Have you ever worked for this business before?<br>If 'yes', please give details:  | Yes/No |
| Do you need a work permit to take up employment in the UK?<br>If 'yes', please give details:  | Yes/No |
| Do you have any holidays planned within 12 months following the date of application?<br>If 'yes', please give details:  | Yes/No |
| You are required as part of your application to complete the attached Medical Questionnaire. Are you prepared to undergo a medical examination prior to employment? | Yes/No |

## Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|

## References

Please give the names of two people (One of whom should be your present or most recent employer) whom we may approach for a reference. Can we approach your current employer before an offer of employment is made? Yes/No

|           |           |
|-----------|-----------|
| Name:     | Name:     |
| Position: | Position: |
| Address:  | Address:  |
| Tel. No:  | Tel. No:  |

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