



EMPLOYMENT APPLICATION FORM

1. Personal Details:

Surname: _____

National Insurance No: _____

Forename(s): _____

Telephone No: _____

Address: _____

Date of Birth: _____

Post Code: _____

2. General Details

Post applied for: _____

Branch: _____

Do you hold a current Driving Licence? Yes / No

Date Test passes: _____

Please list the date and for what offence, if you have any endorsements on your current Licence:

Do you hold a Certificate in First Aid at Work? Yes / No

If Yes, please state date of issue _____

Have you ever been convicted of a criminal offence?

(Declaration subject to the Rehabilitation of Offenders Act 1974)

Yes / No

Please state the hours you are available to work:

<u>Day</u>	<u>Morning</u>	<u>Afternoon</u>	<u>Evening</u>
	From - To	From - To	From - To
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

On what date would you be available to commence employment: _____

If offered this position, will you continue to work in any other capacity: Yes / No

Continued.....

3. Education and Training

Please list any educational qualifications if you have left full-time education within the past 10 years

<u>* School / College / University</u>	<u>Course / Examination</u>	<u>Qualification Obtained</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Please list any other qualification attained / information:

* Please use a continuation sheet if necessary, or the reverse of this page.

4. Personal:

Please list below your present and past employment, beginning with the most recent:

<u>*Full name and address of employer</u>	<u>Position held</u>	<u>Started</u>	<u>Left</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* Please use a continuation sheet if necessary, or the reverse of this page

Please tell us why you applied and give examples of things you have done that make you particularly suited to the job:

Continued....

Please write a few words about yourself, including hobbies and interest:

If you have a disability please tell us about any adjustments we may need to make to assist you at interview:

Please tell us if there are any dates when you will not be available for interview: _____

Please advise the dates of any holidays you have booked: From: _____ To: _____

5. References

Please give details of two people (not relatives) we could approach for a reference:
(One should be a previous Employer)

1. Name:	_____	2. Name:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Tel. No:	_____	Tel. No:	_____
Occupation:	_____	Occupation:	_____

The details given on this form will be treated in the strictest confidence and your current or previous employers will not be approached without your agreement.

6. Declaration:

The particulars given are true and complete and I understand that any material false statement or omission may result in the termination of employment should this application be successful.

Signed: _____ Date: _____

- Note:**
1. Employment offered as a consequence of this application will be on a trial basis until a Contract of Employment has been issued and returned signed.
 2. Successful applicants will be asked to produce either a P45 or P60 showing their National Insurance Number together with a **full copy** of their Birth Certificate **OR** a valid Passport, in order to comply with Government regulations.