

# Application for employment

## Private and confidential

|                                        |  |
|----------------------------------------|--|
| Position applied for                   |  |
| Where did you hear about this vacancy? |  |

### Personal details

|                                                                              |  |
|------------------------------------------------------------------------------|--|
| Title                                                                        |  |
| First name (s)                                                               |  |
| Surname                                                                      |  |
| Current Address                                                              |  |
| Previous address if less than 3 years at current address                     |  |
| Contact number                                                               |  |
| Email address                                                                |  |
| Date of birth                                                                |  |
| National insurance number                                                    |  |
| Driving licence number and expiry                                            |  |
| Do you have any unspent convictions?                                         |  |
| Do you have the right to work in the UK?                                     |  |
| Do you now or will you in future require sponsorship for an employment visa? |  |

### Education and training (Please detail most recent first)

| Establishment attended | From | To | Exams and qualifications | Subject areas |
|------------------------|------|----|--------------------------|---------------|
|                        |      |    |                          |               |
|                        |      |    |                          |               |
|                        |      |    |                          |               |

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**Work experience (Please detail most recent first and for the last 15 years if applicable)**

| Name and address of employer | From | To | Position held and work undertaken | Reason for leaving | Salary level |
|------------------------------|------|----|-----------------------------------|--------------------|--------------|
|                              |      |    |                                   |                    |              |
|                              |      |    |                                   |                    |              |
|                              |      |    |                                   |                    |              |
|                              |      |    |                                   |                    |              |
|                              |      |    |                                   |                    |              |

**If you are currently employed, what is your notice period?**

**Recreational Activities – (Please give details of any hobbies and social or other activities including positions of responsibility held)**

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**Supporting statement – (Please addhere any additional information you wish to support your application**

**References – Please give the names, addresses and telephone numbers of two references, one must include your present employer:**

|                                       |  |
|---------------------------------------|--|
| <b>Referee one (Current employer)</b> |  |
|---------------------------------------|--|

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|             |  |
|-------------|--|
| Referee two |  |
|-------------|--|

\*References will be taken when the candidate has been short listed

### Declaration

I confirm by signing this application is subject to the following conditions:

1. Any employment offer is subject to:
  - a)Satisfactory references
  - b)Satisfactory credit check (by signing this application you are giving permission for credit reference and driving licence checks to be made)
  - c)Medical examination if required
  - d)Adherence to company policy
2. All information made in this application is true and complete

|                     |  |
|---------------------|--|
| Signed by applicant |  |
| Date                |  |