

Application for Employment

Personal

Surname: _____ Forenames: _____

Address: _____ Home telephone no: _____

_____ Mobile telephone no: _____

_____ Business telephone no: _____

_____ Email address: _____

Post code: _____ Are you legally eligible for employment in the UK? _____

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). _____

Are there any reasonable adjustments we should make to assist you during the recruitment process? YES/NO _____

Do you have a current driving licence? YES/NO Is it valid? YES/NO If no please give details: _____

Do you have your own transport? YES/NO _____

Employment

Position applied for: _____ Salary expected: £ _____ per annum.

If offered this position would you continue to work in any other capacity? If so please give details: _____

On what date would you be able to start work: _____

Do you have any holidays booked after the above date? If so please give details: _____

Personal References

Please give details of two people (*not relatives or employers*) we could contact for references:

Name: _____ Name: _____

Occupation: _____ Occupation: _____

Address: _____ Address: _____

Telephone no: _____ Telephone no: _____

Job applicants may be subject to background checks including checks on references, credit history and criminal records where the Company deems such checks to be appropriate. Any such checks shall be conducted in accordance with and subject to applicable legal requirements. The company reserves the right to withdraw any offer of employment it has made where the results of such checks are unsatisfactory. 04.05.16

Employment History

List below present and past employment, beginning with your most recent.

Name & Address of Company and type of business	from Mo.	Yr.	to Mo.	Yr.	Leaving salary	Reason for leaving
Telephone: Contact name:						
Describe the work you did:						

Name & Address of Company and type of business	from Mo.	Yr.	to Mo.	Yr.	Leaving salary	Reason for leaving
Telephone: Contact name:						
Describe the work you did:						

Name & Address of Company and type of business	from Mo.	Yr.	to Mo.	Yr.	Leaving salary	Reason for leaving
Telephone: Contact name:						
Describe the work you did:						

Name & Address of Company and type of business	from Mo.	Yr.	to Mo.	Yr.	Leaving salary	Reason for leaving
Telephone: Contact name:						
Describe the work you did:						

I hereby give permission to contact the employers listed above concerning my prior work experience, and confirm that the details given on this form are accurate.

Signed _____

If there is a particular employer(s) you do not wish us to contact, please indicate below which one(s):

for office use only

Interviewers

Interviewer	Date:
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Comments

Interviewer	Date:
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Comments

Interviewer	Date:
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Comments

Reference Check

Reference Name	Result
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