



APPLICATION FORM

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| Position Applied For: | |
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The following information will be treated in the strictest confidence.

PERSONAL DETAILS

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|---|----------|
| Surname: | |
| First Name: | |
| Address: | |
| Postcode: | |
| Home Telephone Number: | |
| Mobile Telephone Number: | |
| Email Address: | |
| Do you need a work permit to take up employment in the UK? | YES / NO |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) If YES, please give full details. | YES / NO |
| Do you have a Full Driving Licence? If YES, please give details of any endorsements | YES / NO |

EDUCATION

| Schools Attended | From | To | Qualifications Gained |
|--------------------------------|-------------|-----------|------------------------------|
| | | | |
| Further Education | From | To | Qualifications Gained |
| | | | |
| Further Formal Training | From | To | Qualifications Gained |
| | | | |

| Interests, Achievements, and Leisure Activities (eg, hobbies, sports, club memberships) |
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EMPLOYMENT DETAILS

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

| Name and address of Employer | Dates | Position held / Main duties | Reason for Leaving |
|------------------------------|-------|-----------------------------|--------------------|
| | | | |

PRESENT OR LAST EMPLOYER

| | |
|--|----------|
| Are you currently employed? | YES / NO |
| Name of present or last employer: | |
| Address: | |
| Telephone Number: | |
| Nature of Business: | |
| Job Title and brief description of duties: | |
| Reasons for leaving: | |
| Length of Service: | |

| | |
|---|--|
| How much notice are you required to give: | |
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ADDITIONAL INFORMATION

| | |
|--|----------|
| How did you hear about this vacancy? | |
| Please state any dates that you are unavailable to attend an interview? | |
| Do you have any holiday dates already booked? If YES, please state dates. | 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. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signed:

Printed:

Date: