

**Application form**

YOU MUST ENSURE THAT YOU COMPLETE **ALL** SECTIONS OF THE APPLICATION FORM AND NOT LEAVE ANY GAPS. IF YOU FEEL THAT YOU HAVE FURTHER INFORMATION, RELEVANT TO YOUR APPLICATION, WHICH YOU WOULD LIKE US TO KNOW, PLEASE USE A SEPARATE SHEET OF PAPER

**POSITION APPLIED FOR:**..................................................................................................................

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name: ……………………………………………………  Telephone Number:  Landline:……………………………………  Mobile: ……………………………………………………  Email: ………………………………………………………… | Address:  ………………………………………………  ………………………………………………  ……………………………………………………  Post Code: ……………………………………………….. |

**EDUCATION – Please include dates**

|  |  |
| --- | --- |
| Schools Attended | Qualifications Attained |
| Colleges/Universities Attended | Qualifications Attained |
| Training | Courses Attended and/or Qualifications Attained |
| Please give details of any membership of any technical or professional bodies | |

**EMPLOYMENT HISTORY – Please include Dates**

Please include an explanation for any gaps in your employment history

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name | Job Title | Duties | Reason for leaving |

If you are currently employed, how much notice do you need to give your employer to terminate your employment? …………………………..

**HOBBIES AND INTERESTS:**

|  |
| --- |
|  |

**SUITABILITY**

|  |
| --- |
| Why have you applied for this job and why do you feel you would be the preferred candidate? |

**REFERENCES**

Please supply two references, preferably from your last two employers. If you do not have two previous employers then you may provide personal references but they must not be from family or close friends

|  |  |
| --- | --- |
| Company Name: ……………………………  Address: ………………………………………………….  ……………………………………………………  ……………………………………………………  ……………………………………………………  Post Code …………………………………………………….  Referees Name ……………………………………………. | Company Name: ………………………………  Address: ………………………………………………….  ……………………………………………………  ……………………………………………………  ……………………………………………………  Post Code …………………………………………………….  Referees Name ……………………………………………. |

Are we able to approach the referees for a reference before an offer of employment is made? ……………………

**CRIMINAL RECORD**

|  |
| --- |
| This position is exempt from the Rehabilitation of Offenders Act 1974. Please provide details of any criminal convictions, except any which are ‘spent’.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website*.* |

I confirm that the above information supplied by me is a true, accurate and factual representation. I also declare that any CV submitted with this application is also a true, accurate and factual representation.

I understand that if I have lied or mislead you in any way, any offer of employment will be withdrawn or my employment terminated.

I am aware the details provided will be held in confidence by the Company to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation.

Signed …………………………………………………………………………………

Date …………………………………………………

Please advise us if there are any special circumstances we may need to consider to enable you to attend an interview with us.

NB: the position is subject to the receipt of a satisfactory disclosure Check. If an offer of employment is made and you do not receive clearance, from such a check, we may either withdraw our offer or terminate your employment.