

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. Application

Position applied for

Date available to take up employment

Salary required

£

2. Prepared to Work

Full time Part time

3. Personal Details

First name

Last name

Address

Postcode:

Telephone numbers Private

Mobile

E-mail

Do you own a car?

Yes No

Have a current driving licence?

Yes No

Provisional

Yes No

Full

Yes No

4. Secondary Education

School name/address

Examinations (subject/result, etc)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5. Further Education or Apprenticeships

College or training provider

Qualifications achieved

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

6. Training Courses Completed

Training body	Course title

7. Employment

Present/last employer

Current/previous employment Start date End date

Address

Postcode:

Job title

Duties/responsibilities

Reason for Leaving

Finishing pay £

Other most recent employer

Previous employment Start date End date

Address

Postcode:

Job title

Duties/responsibilities

Reason for Leaving

Finishing pay £

Other most recent employer

Previous employment

Start date

End date

Address

Postcode:

Job title

Duties/responsibilities

Reason for Leaving

Finishing pay

£

8. General

Interests/hobbies (give details of pastimes, sports, etc)

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)?

Yes No

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 Website.

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, give details

If offered this position will you continue to do any other work?

Yes No

If yes, give details

9. Permission to Work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes No

If you are successful in your application would you require permission to work in the UK?

Yes No

10. Referees

1) Work reference – not members of your own family

Name

Address

Postcode:

Organisation

Occupation

Telephone number

E-mail address

2) Work, personal or educational reference

Name

Address

Postcode:

Organisation

Occupation

Telephone number

E-mail address

11. Additional Personal Details

National Insurance Number

12. Recruitment Policy

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection, or if employed, dismissal.

Signature

Date

13. For Office Use Only

Starting date	<input type="text"/>
Job offered	<input type="text"/>
Pay	<input type="text"/>
Hours of work	<input type="text"/>
Proof of right to work	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detail:	<input type="text"/>
P45 or P46	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pension entry date	<input type="text"/>
References required	1) Yes <input type="checkbox"/> No <input type="checkbox"/> 2) Yes <input type="checkbox"/> No <input type="checkbox"/>
Proof of qualifications	<input type="text"/>

14. Interviewer's Use Only

	Poor	1	2	3	4	5	Excellent
Appearance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Experience		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Co-operation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trade test (if done)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portfolio (if used)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Other comments

Signature (1)	<input type="text"/>
Signature (2)	<input type="text"/>