

APPLICATION FORM

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

If you require this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format, please contact the HR manager. Examples are a format in Braille or large print. This will in no way be detrimental to your application. Please complete in **BLOCK CAPITALS** and in **BLACK INK**.

1. Application Form

Position applied for

Available to take up employment
[Enter date]

2. Prepared to Work

Full time Part time Shift work

3. Personal Details

First name

Last name

Address

Telephone numbers

Private

Work

Mobile

E-mail

Do you own a car?

Yes No

Have a current driving licence?

Yes No

Provisional Yes No

Full Yes No

HGV Yes No

Have you any current endorsements?

Yes No

If yes, give details

4. Languages

Do you speak or read a foreign language?

Yes No

If yes, give details

5. Secondary Education			
School name/address		Examinations (subject/result, etc)	
6. Further Education and Training			
University/College	Type of course	Subjects	Qualification or class of degree
7. Occupational Qualifications			
College/Institute or other name		Qualification/Level	
8. Membership of Professional Body			
Name		Level	
9. Employment			
Present/last employer	<input type="text"/>		
Current/previous employment	Start date	<input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>		
Job title	<input type="text"/>		
Duties/responsibilities	<input type="text"/>		
Reason for leaving	<input type="text"/>		
Finishing pay	£ per hour		

Other most recent employer	<input type="text"/>	
Previous employment	Start date <input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£ <input type="text"/> per annum	
Other most recent employer	<input type="text"/>	
Previous employment	Start date <input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£ <input type="text"/> per hour	
10. General		
Interests/hobbies (give details of pastimes, sports, etc)	<input type="text"/>	
Offices held in social/sports clubs, etc	<input type="text"/>	
Public duties (JP, local councillor, etc) undertaken	<input type="text"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>	
<p>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.</p> <p>(Declaration subject to the Rehabilitation of Offenders Act 1974)</p>		
If yes, give details	<input type="text"/>	
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, give details	<input type="text"/>	

11. 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

12. Community/Volunteer Experience

Name and address of organisation	Position/title	Duties

13. Personal Referees

Work reference — not members of your own family

Name

Address

Organisation

Occupation

Telephone number

E-mail address

Work, personal or educational

Name

Address

Organisation

Occupation

Telephone number

E-mail address

14. Additional Personal Details

Applicants are requested to tick the relevant boxes below to enable the organisation to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

White – British <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>	Asian/Asian British – Indian <input type="checkbox"/>
White – Irish <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>	Asian/Asian British – Pakistani <input type="checkbox"/>
White – Other <input type="checkbox"/>	Mixed – White and Asian <input type="checkbox"/>	Asian/Asian British – Bangladeshi <input type="checkbox"/>
	Mixed – Other <input type="checkbox"/>	Other Asian Background <input type="checkbox"/>

Black/Black British – Caribbean Black/Black British – African Black/Black British – Other	<input type="checkbox"/> Chinese <input type="checkbox"/> Arab <input type="checkbox"/> Other Male <input type="checkbox"/> Female <input type="checkbox"/>
National Insurance number	<input style="width: 100%;" type="text"/>
15. 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	<input style="width: 100%;" type="text"/>
Date	<input style="width: 100%;" type="text"/>
16. For Office Use Only	
Starting date	<input style="width: 100%;" type="text"/>
Job offered	<input style="width: 100%;" type="text"/>
Pay	<input style="width: 100%;" type="text"/>
Hours of work	<input style="width: 100%;" type="text"/>
Department/supervisor	<input style="width: 100%;" type="text"/>
Payroll number	<input style="width: 100%;" type="text"/>
Recruitment source	<input style="width: 100%;" type="text"/>
National Insurance number	<input style="width: 100%;" type="text"/>

Proof of right to work in the UK	Yes <input type="checkbox"/> No <input type="checkbox"/>
Detail:	<div style="border: 1px solid black; height: 40px;"></div>
P45 or P46	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference requested	Yes <input type="checkbox"/> No <input type="checkbox"/>
Driving licence	<div style="border: 1px solid black; height: 40px;"></div>
Proof of qualifications	<div style="border: 1px solid black; height: 40px;"></div>

17. Interviewer's Use Only (1=very good; 2=good; 3=satisfactory; 4=poor; 5=very poor)

	1	2	3	4	5
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"/>
General impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other comments

Manager's Name

Signature/Date