

# Application for Employment

**PRIVATE AND CONFIDENTIAL**

**Please complete in BLOCK CAPITALS**

Vacancy Reference Number:

Position applied for:

How did you hear of this vacancy? (include date) \_\_\_\_\_

## A. PERSONAL PARTICULARS

Full Name: Mr/Ms/Mrs/Miss	
Address:	Telephone Number (including STD Code)
	Home:
e-mail address:	Mobile:
	Business: (Tick box if you do not want to be contacted at work). <input type="checkbox"/>
N.I. Number:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.
	Do you have the right to work in the United Kingdom? <span style="float: right;">Yes/No</span>

## B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

## C. EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years:

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From	To			

**D. SUPPLEMENTARY INFORMATION**

Have you ever been convicted of a criminal offence? (which is not a spent conviction under the Rehabilitation of Offenders Legislation) If Yes, please give details:	Yes / No
Do you have a current full driving licence? (Please list any current endorsements)	Yes / No
Are you willing to work overtime and weekends when required?	Yes / No
Can we approach your present/most recent employer for a reference?	Yes / No

**DECLARATION OF APPLICANT**

I confirm that the above information is correct.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**INTERVIEW RECORD**

Interviewed by:	Date:
Interviewer's report and reasons for decision as indicated below:	
Decision: (Tick as applicable)	Reject <input type="checkbox"/> Further Interview <input type="checkbox"/> Accept <input type="checkbox"/>
Rejection letter sent:	Yes / No

**APPOINTMENT RECORD** (To be completed where there has been an offer of employment).

<p><b>CONDITIONAL OFFER LETTER</b></p> <p>Date sent:</p> <p>Response:</p> <p>Acceptance/Refusal/No reply</p>	<p><b>REQUESTS FOR REFERENCES</b></p> <p>Date sent:</p> <p>Response:</p> <p>Good/Satisfactory/No Reply/Suspect/Unsuitable</p>
<p><b>RIGHT TO WORK IN U.K.</b> Appropriate documentary evidence checked.</p>	