#

# Application Form

Surname Forename(s)

Address

 Post Code

Telephone No Mobile No

Position Applied for \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present Employment**

Name and address of employer

Position Held (together with details of main skills/responsibilities)

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Date Commenced

Approx. gross salary £ Notice required

Reason for leaving

Car Driver: Yes/No Do you have daily use of a car? Yes/No

**Previous Employment**

Please list most recent first, maximum of past 10 years only

(Please use an additional sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & address of employer | Position (and details of main skills/ responsibilities) | From | To | Reason for leaving |
|  |  |  |  |  |

**Education**

|  |  |
| --- | --- |
| School/College Attended | Qualifications gained |
|
|  |  |

**Please give details of any skills, experience, training or qualifications which you feel would make you suitable for this position and the reasons that led you to make this application. (Please use additional sheet if necessary)**

**References**

Please give details of two referees (at least one of whom should be a work reference and neither should be related to you)

Name: Name:

Address: Address:

Occupation: Occupation:

How is the referee How is the referee

known to you? known to you?

We would prefer to take up references prior to interview. However, if this wouldn’t be appropriate please tick this box:

**General**

We are committed to ensuring that all applicants have a fair opportunity to demonstrate their suitability for the role for which they have applied. Therefore, if there are any special adaptations or adjustments you require during the recruitment process please advise us of this on the attached form.

This information will be held separately from the information on this application form and will not affect the progression of your application.

The information provided will only be used to ensure that the company takes such steps as is reasonable for us to avoid an applicant being at a substantial disadvantage.

**Declaration**

I declare that the information given on this form is true and complete to the best of my knowledge. It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer’s service if I have been employed.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_