

# APPLICATION FORM – Confidential

## SECTION 1 - POSITION DETAILS

Position Title	<input type="text"/>	Ref No	<input type="text"/>
Location	<input type="text"/>		

## SECTION 2 - PERSONAL DETAILS

Surname	<input type="text"/>	Title	<input type="text"/>
Forenames	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	Post Code	<input type="text"/>	
Home Telephone No	<input type="text"/>	Mobile No	<input type="text"/>
Email Address	<input type="text"/>		
National Insurance No	<input type="text"/>		
What is your current notice period?	<input type="text"/>		
Do you hold a full current car driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
What other vehicles are you licenced to drive?	<input type="text"/>		
Provide details of any endorsements	<input type="text"/>		
Do you own a car?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## SECTION 3 - HEALTH

Are you in good health?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any special needs as a result of any disability which you would like us to consider? If yes, provide details below	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<input type="text"/>			

Number of days sick absence in the last 12 months	<input type="text"/>
---	----------------------

## SECTION 4 - WORK PERMIT

Do you require a permit to work in the UK? If yes, you will be required to provide documentary evidence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
---	------------------------------	-----------------------------	--

## SECTION 5 - CRIMINAL CONVICTIONS

Do you have any criminal convictions which are not excluded by the Rehabilitation of Offenders Act 1974?  
If yes provide details below

Yes

No

--

## SECTION 6 - DISCIPLINE

Have you received any disciplinary warnings within the previous 12 months or have you ever been dismissed from employment? If yes provide details below

Yes

No

--

## SECTION 7 - PARENTAL LEAVE

Do you currently qualify for Parental Leave?

Yes

No

If yes how much Parental Leave have you taken per child?

--

## SECTION 8 - EMPLOYMENT HISTORY

### CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer

--

Address

--

Post Code

--

Line Manager

--

Job Title

--

Position held

--

Salary per month

--

Start Date

--

Finish Date

--

Brief outline of duties and responsibilities – (continue on separate sheet if necessary)

--

**EMPLOYMENT HISTORY** - most recent first (continue on separate sheet if necessary)

Employers Name and Address	Position Held	Date		Brief outline of duties/ Reason for leaving
		From	To	

**SECTION 9 - EDUCATION, TRAINING AND QUALIFICATIONS**

**SCHOOLS AND FURTHER EDUCATION ATTENDED FROM AGE 11**

Name and address of School	Date		Qualification/Grade achieved	Date awarded
	From	To		

**OTHER TRAINING/DEVELOPMENT**

Name of Training Organisation	Course Title	Qualification/Grade Achieved	Date awarded

## SECTION 10 - REFERENCES

Provide details of two people, not related to you, one of whom should be your present or last employer

### REFERENCE ONE

Name  Job Title

Address   
 Post Code

In what capacity are they known to you?

Email Address  Telephone Number

Can this person be contacted prior to interview? Yes  No

### REFERENCE TWO

Name  Job Title

Address   
 Post Code

In what capacity are they known to you?

Email Address  Telephone Number

Can this person be contacted prior to interview? Yes  No

## SECTION 11 - OTHER INFORMATION

Use this space to provide any information that may assist your application (continue on a separate sheet if necessary)

## SECTION 12 - DECLARATION

I confirm that the information provided in this application is true and accurate and I understand that any false declaration may lead to withdrawal of any offer of employment or, if employed, dismissal

Signed  Dated