

For office use only	
Possible work Location	Possible Positions

APPLICATION FOR EMPLOYMENT

For office use only	
Work Location _____	Pay _____
Position _____	Start Date _____

Please print clearly

PERSONAL

Surname	Forenames
Address	Telephone numbers Private Business
	Date of birth
postcode	Are you legally eligible for employment in the UK?

Do you have any physical condition which could limit your ability to perform the particular job for which you are applying?

If so please describe how you would be able to perform the job in spite of it.

Do you have a current driving licence? YES/NO. Is it clean? If NO, give details:

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO.

EMPLOYMENT

Position applied for

Pay expected £ per

Would you work full time? YES/NO. Part time, state days/hours

If offered this position, will you continue to work in any other capacity?

Have you previously worked for us? YES/NO. If YES, when?

On what date would you be available for work?

EDUCATION

Schools	from	to	Examinations and results
College/University	from	to	Courses and results
Further education and formal training	from	to	Courses and results

Professional membership and qualifications

Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application of this job.

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

Name and Address of Company and Type of Business	From		To		Starting Salary	Leaving Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
					£ per	£ per		
Describe the work you did:								
Telephone								

Name and Address of Company and Type of Business	From		To		Starting Salary	Leaving Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
					£ per	£ per		
Describe the work you did:								
Telephone								

Name and Address of Company and Type of Business	From		To		Starting Salary	Leaving Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
					£ per	£ per		
Describe the work you did:								
Telephone								

Name and Address of Company and Type of Business	From		To		Starting Salary	Leaving Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
					£ per	£ per		
Describe the work you did:								
Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed _____

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s) _____

PERSONAL REFERENCES

Please give details of two people (not relatives or former employers) we could approach for references

Name _____ Name _____

Occupation _____ Occupation _____

Address _____ Address _____

Telephone _____ Telephone _____

The facts set forth in this application for employment are, to the best of my knowledge, true and complete.

Date _____ Signature _____

INTERVIEWERS

Interviewer _____ date _____

Comments

Interviewer _____ date _____

Comments

Interviewer _____ date _____

Comments

REFERENCE CHECK

* Position Number	Results of Reference Check	* Position Number	Results of Reference Check
I		IV	
II			
III			

*as per page 3