

# Application for Employment



The information given will be processed for employment selection and statistical purposes and will be retained for successful candidates. Applications from unsuccessful candidates will be retained for up to six months. You will be given the opportunity to state any disability needs if called for an interview.

Please carefully read this form and answer all the applicable questions honestly and truthfully. Where a yes/no answer is required please enter a  $\surd$  in the box.

Position applied for:

## PERSONAL DETAILS

Surname	Other names	Title
Address	Telephone numbers which may be used to contact you (1) ..... (2) .....	
Date of birth	National Insurance Number	
Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
Can you provide a specified document such as a passport, P60 or UK birth certificate to confirm your answer:      Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you are not a UK or EU National, please give your Work Permit Number: .....		
Do you have any criminal convictions that have occurred during the past 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please give further details.		
(You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)		

## EDUCATION/QUALIFICATIONS/TRAINING

Starting with the most recent, please give details of your education and training (certificates will be required if you are called for interview).

School/College/University/Provider	Dates From                  To	Qualifications gained with grade, if any

## EMPLOYMENT HISTORY

Please give details of all positions held since completing your full-time education, starting with your most recent position. If you have no employment record, include details of other work. (e.g. voluntary work)

From	To	Employer	Position and Key Responsibilities	Reason for Leaving

Have you ever been dismissed from a previous employment

Yes

No

If so, please give further details.

If you have answers yes to this question, the employer may be consulted about your employment record.

### **ADDITIONAL INFORMATION**

Is there any further information you would like to give in support of your application including interests outside of work?

**REFERENCES**

Both references should normally be work references and include your present employment (or your most recent employer) or course tutor if currently a student.	
Name	Name
Position	Position
Address	Address
Telephone Number	Telephone Number
Do we have your permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do we have your permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

I confirm that the information I have given in this application for employment, including any supporting documents, is correct and complete. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment.

Signature .....

Date .....