

Please amend any text or sections as you feel appropriate. All red lettering needs to be amended and deleted. For a more personalised appearance, please print on your company letterhead or add your company logo.

APPLICATION FOR EMPLOYMENT

Please complete this form in it's entirety. The information provided may be used to assist us with our selection process.

Personal data collected in connection with your application for employment will be handled in accordance with GDPR regulations.

Please complete the form in black ink and block capitals.

Once completed, please return to (name).

Position applied for:

Personal Information

Title (Mr, Mrs, Miss, etc):	
Forenames:	
Surname:	
Previous names (if any):	
Current address:	
Daytime telephone number:	
Mobile number:	
	YES / NO

<p>Do you have the right to take up employment in the UK? If no, please provide further details.</p>	
<p>If you do not have employment rights in the UK, do you require our help in applying for the right to work?</p>	<p>YES / NO</p>

Education And Qualifications

Please list your qualifications and the establishment. Include all GCSE's, equivalent education, degree level and Postgraduate education in date order

Establishment	Date and Qualifications gained

Please list any other professional qualifications or memberships to professional bodies

Establishment	Qualifications gained

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Work Experience

Please provide details of your last four jobs. Any relevant employment held before then, or volunteering work may also be included.

Please begin with your present/most recent position, and work chronologically backwards.

From	To	Name and address of employer	Job title, description of duties and responsibilities, and reason for leaving

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Further Information

Please write down any further training, qualifications, skills or personal attributes relevant to the post. Please include computer literacy, competencies in software, full driving licence etc.

Please give dates of, and provide an explanation for any breaks in employment or in full-time education.

Please give details of your main extra-curricular activities and interests.

Have you made a previous application to the Company? If so, when was this and what was the outcome?

Do you have any family members or close friends who work for us?

Please use this space to let us know why you are interested in the position for which you are applying. Why would you be the best person for the job? Provide any information which may assist your application.

If you are successful, when could you take up your new position? What is your notice period with your current employer?

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview.

What are your salary expectations?

References

Please provide details of two referees, one of which must be your current/most recent employer. If this is an application for your first job, your school/college tutor could be included. Neither referee should be a relative or friend.

First referee (Name, address, email address, contact number)	Second referee (Name, address, email address, contact number)

[Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for may be exempt from certain provisions of the Rehabilitation of Offenders Act 1974.

You are required to disclose all (past or pending) cautions or convictions, whether spent or otherwise, unless it is a ‘protected caution’ or ‘protected conviction’ under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify ‘None’.

Applicant Declaration

I declare that the information I have provided on this application form is true and complete to the best of my knowledge. I understand that if it is discovered that any statement is false or misleading, or I have deliberately withheld any relevant information, my application may be immediately disqualified or, if I have already successful and gained employment, I may be immediately dismissed.

Signed:

Print name in full:.....

Date:

[Guidance: A job applicant privacy notice should accompany this form. Please see our other resources for a suitable template](#)