

**APPLICATION FOR EMPLOYMENT
 STRICTLY CONFIDENTIAL**

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

Personal Information

Surname:		
Forenames:		
Title (Mr, Mrs, Miss, etc):		
Previous names (if any):		
Address for communications:		
Telephone numbers: (Please indicate if we can contact you at work)	Home	
	Work	
	Mobile	
Personal email address:		
Place of birth:		
Do you	own your own home / live with parents / rent	
Are you subject to immigration control?	YES / NO	
Are you free to take up employment in the UK?	YES / NO	

**APPLICATION FOR EMPLOYMENT
STRICTLY CONFIDENTIAL****Education****From GCSE or equivalent to degree level in chronological order**

Establishment	Qualifications gained

Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained

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Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Description of duties and responsibilities and reason for leaving

Other Information

Do you have any other relevant qualifications or skills (e.g. knowledge of a foreign language, a full driving licence, computer literacy, etc.)?

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Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

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

**Have you ever been convicted of a criminal offence? If so please provide details
(Declaration subject to the Rehabilitation of Offenders Act 1974)**

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

Please use this space to say why you are interested in the post for which you have applied and mention anything else which supports your application.

If you are successful, when could you take up your post?

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If you are disabled or suffer from an acute or chronic ill-health problem, please give details.

Referees

Please give details of two referees, one of whom must be a previous employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee	Second referee

Declaration

I declare that the information I have given on this form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed:

Date: