

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Position applying for



Title Mr/Mrs/Miss/Ms	Surname	Forename(s)
Address		Telephone numbers Private Business
postcode		Are you legally eligible for employment in the UK? YES/NO *see overleaf

EDUCATION

Schools	Duration	Examinations and Grades

EMPLOYMENT HISTORY

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

Name and address of company and type of business	from Mo Yr	to Mo Yr	Starting salary	Leaving salary	Reason for leaving	Name of supervisor
Telephone	£ per		£ per	Describe the work you did:		

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Please tell us how your personal experience makes you the most suitable candidate for this job.

Tell us something about yourself and your hobbies.

Do you have any condition which could limit your ability to perform the particular job for which you are applying?
YES/NO
If yes please describe the condition and how you would be able to perform the job in spite of it.

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

Please state the number of days and the reason for any sickness absence that you have had in the previous twelve months

*If selected to attend for interview, you will be asked to bring one of the original documents as proof of eligibility for work in the UK:
a) A British passport or a document stating you have right of residence/permission for an indefinite stay in the United Kingdom or an Application Registration Card issued by the Home Office
OR if you do not have one of the above
b) A P45, P60 or National Insurance card AND your Birth Certificate
OR
c) A work permit AND a Passport or Home Office letter stating you can take the work which you are applying for.

REFERENCES

Please give the name of a former employer or (or teacher if first job) we could approach:-

Name _____

Occupation _____

Address _____

Telephone _____

Please give a personal referee (not a relative) we could approach:-

Name _____

Occupation _____

Address _____

Telephone _____

No approach will be made to these referees until you have provided your consent in the event of you being offered the position.

The facts set forth in this application for employment are, to the best of my knowledge, true and complete. I understand that if I am offered a position with the company and I am subsequently found to have misled the company in this application form or at interview, I will render myself liable to summary dismissal on the grounds of gross misconduct.

Signature _____ Date _____

Unless you are successful in obtaining the post applied for, this form and all other correspondence/ paperwork relating to it will be destroyed six months after the date of the interview for the post.