**Application Form for Employment**

**Application for the positon of [insert job title]:**

## **Section 1 - Your Details**

Name:

Address:

Postcode:

Phone:

Email:

## **Section 2 - Education and Training**

Please give details:

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## **Section 3 - Qualifications**

Please give details:

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## **Section 4 - Employment History**

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### Your current or most recent employer first

Name of employer:

Address & postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Duties:

|  |
| --- |
|  |

### Previous employers

Name of employer:

Address & postcode:

Job title:

Length of time with employer:

Reason for leaving:

Duties:

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| --- |
|  |

Name of employer:

Address & postcode:

Job title:

Length of time with employer:

Reason for leaving:

Duties:

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Please tell us about the other jobs you have done and about the skills you used or learned in those jobs.

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| Employment history  Please use a separate sheet if necessary |

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## **Section 5 - Supporting Statement**

Please tell us why you applied for this job and why you think you are the best person for the role.

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| Please use a separate sheet if necessary |

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## **Section 6 - Interview Arrangements and Availability**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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When can you start working for us?

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## **Section 7 – Please tell us where you heard about this job?**

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## **Section 8 - Driving Licence and Convictions**

Do you have a current driving licence? Yes / No HGV? Yes / No

Please note any current endorsements

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## **Section 9 - Right to work in the UK**

Do you need a work permit to work in the UK? Yes / No

## **Section 10 - Criminal Records**

If you have any criminal convictions (except those spent under the Rehabilitation of Offenders Act 1974) please give details

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## **Section 11 - References**

Please give details of two relevant referees, one of whom must be your current or most recent employer. We may ask them for a reference before an employment offer is made. We will not ask your current employer until we get your permission.

|  |  |
| --- | --- |
| Title/name: | Title/name: |
| Position: | Position: |
| Working relationship/dates(s): | Working relationship/dates(s): |
| Address: | Address: |
| Postcode: | Postcode: |
| Tel. number: | Tel. number: |
| Email: | Email: |

## 

## **Section 12 - Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date: