

EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR: _____

The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			

Contact Tel. No (incl mob):	DOB:		
	NI Number:		
Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?	YES/NO
If YES, please give full details.	
Are you subject to any restrictions or covenants which might restrict your working activities?	YES/NO
If YES, please give full details	
Are you willing to work overtime and weekends if required?	YES/NO
Please give details of any hours which you would not wish to work:	
ISA-registered [from July 2010]?	YES/NO
If YES, please give ISA Registration Number:	
If offered employment, we are required to check your ISA-registration status before you are permitted to start work. Do you consent to this check being made by the Company?	YES/NO
Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? (A copy of the Company's Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the CRB/Disclosure Scotland Codes of Practice)	YES/NO
If YES, please give full details	
Have you ever worked for this business before?	YES/NO
If YES, please give full details	YES/NO
Have you applied for employment with this business before?	YES/NO
Do you need a work permit to take up employment in the UK?	YES/NO

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

EMPLOYMENT DETAILS

Please give details of all of your past employment, excluding your present or last employer, stating the most recent first (continue on a separate sheet if necessary). **Please give reasons for gaps in employment.**

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

If yes, how much notice are you required to give to your current employer?		
Name of present or last employer:		
Address:		
Telephone No:		
Nature of business:		
Job title and a brief description of your duties:		
Rate of Pay:		
Reason for Leaving:		
Length of Service:	From:	To:

OTHER EMPLOYMENT – Please note any other employment you would continue with if you were successful with the position offered.

EXPERIENCE AND ACHIEVEMENTS – Please give a concise account of relevant experience in support of this application, including leisure interests. Continue on a separate sheet if necessary

Please also give reasons for any gaps in employment history. (Continue on a separate sheet if necessary).

GENERAL COMMENTS – Please detail here your reasons for this application and what do you feel you can bring to the post.

INTERESTS

SUPPLEMENTARY INFORMATION

DISCLOSURES

Given the nature of the job applied for, in the event that I am offered the position, I understand that any offer of employment is subject to information on my criminal record being disclosed to the Company by the Criminal Records Bureau (CRB).

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Criminal Records Bureau / Disclosure Scotland. I have been given a copy of the Company's Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders. If I am offered employment I understand that the Company is required to check the status of my ISA-registration.

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

SOURCE OF APPLICATION

How did you hear of this vacancy?

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