



Job application form (In absence of a CV)

Section 1 - Personal details

Position applying for:		Where did you see the position advertised:
Title:	Surname:	Forename(s):
National insurance number:		
Home address:		Term address (if applicable):
Postcode:		Postcode:
Home Telephone:		Home Telephone:
Mobile:		Mobile:
Email: @		Email: @

Are you eligible to carry out employment in the UK? Yes / No (Please circle)

As part of the recruitment process prospective candidates must provide documented proof that they have the right to work in the UK. You will be required to produce one of the following:

- Birth Certificate
- Passport
- Visa
- ID Card

Do you require a work permit? Yes / No (Please circle)

Do you hold a full, clean driving licence? Yes / No (Please circle)

Have you been convicted of any criminal offence? Yes / No? (Please circle)

If yes, please specify details of any criminal convictions, excluding those convictions that are 'spent' under the Rehabilitation of Offenders Act 1974.

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Please state how much notice you are required to give your current employer:

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Have you worked for the company before? Yes / No (Please circle)

If yes, please give details below:

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Do you know any family member or other contact working for the company? Yes / No (Please circle)

If yes, please give details below:

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Where did you hear about the vacancy?

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Section 3 - Education and training

Please list secondary education, qualifications obtained and further education/training.

School/College/University:	Qualifications (subject and results)
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Please give additional information you consider important to support your application, including any training and development you have undertaken (e.g. NVQ's, IT skills, membership of professional bodies):

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Section 4 - Personal interests and achievements

Please use the space below to describe any activities you have undertaken, indicating your use of communication, organisation and team working skills:

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Section 5 - References

Please give the name and address of two references (one of which should be your last or current employer). These references will not be contacted without prior permission and only in the event of successful applications.

Name:	Name:
Company address:	Company address:
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Position:	Position:
Telephone number:	Telephone number:
Email: @	Email: @
Length of time known:	Length of time known:

Section 6 - Employment details

Please state the date you will be available to commence employment:

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Please state below the hours you would be able to work:

Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:

Section 7 - Disability

As an equal opportunities employer the company wishes to assist and support disabled applicants throughout the recruitment process.

Do you have a disability, if so please state what type of adjustments to working arrangements would assist in overcoming any disadvantage that your disability may otherwise cause you at work?

Please state the nature of your disability:

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Section 8 - Declaration

I can confirm the information I have given to you on this form is correct and understand any false statements made may be sufficient grounds for cancelling any agreements made.

I give the employer the right to investigate all of the references and to secure additional information about me, if job related.

I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

Applicant's signature:

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Date:

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Data Protection Act 1998

Information provided by this application form will be used by us to assess your suitability for employment with us and for recruitment and other related HR purposes. You are requested to provide sensitive information such as disability or ethnic origin for the purposes of equal opportunities monitoring. We will not provide this information to any third party unless required to do so by law or other regulatory purposes or with your consent. You have the right to request a copy of any information we hold on you and to have any inaccurate data corrected.