



## Employment Application Form

Position Applied For

The following information will be treated in the strictest confidence

### Personal

Surname:		First name (s):	
Address:			

Private Tel No:		Business Tel No:	
Date Of Birth :		National Insurance No:	

Next Of Kin Name :	
Next Of Kin Address :	

Full Driving Licence ?	Yes/No	If Yes, please supply license number :	
Endorsements :	Yes/No		
If yes to Endorsements give dates:			

Do you have a bank account ?	Yes/No
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Do you hold an E U Passport ?	Yes/No
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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 details :	

Are you willing to work overtime and weekends if required	Yes/No
Please give details of hours which you would not wish to work :	

Have you any convictions (other than spent / including spent and unspent convictions ) under the rehabilitation of offenders Act 1974 ?	
	Yes/No
If YES, Please give full details :	

You may be required as part of your application to complete a pre-Employment medical questionnaire. Are you prepared to undergo a medical examination prior to employment ?	
	Yes/No

Have you ever worked for this business ?	Yes/No
Are you related to any person employed by this business ?	Yes/No
If yes, please give details :	
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
How much notice are you required to give to your current employer ?	

## 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/Qualifications
Job related training courses	Date	Subject	
Name of organisation			

Please give membership of any technical or professional associations :

Please list any foreign languages spoken and the level of competence :

**INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES**

(eg. hobbies, Sports, Club memberships)


**SUPPLEMENTARY INFORMATION**

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths


**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 application ?	
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## Employment details

Please give details of your past employment, excluding your present or last employer stating the most recent first

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

## PRESENT OR LAST EMPLOYER

Are you currently employed ?		Yes/No
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Name of present or last employer :		
Address :		
Telephone number :		
Nature of business :		
Job title and brief description of you duties :		
Reason for leaving :		
Length of service :	From :	To :

## 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 consent to these details being held in confidence by the company, for the purposes of assessing this application, ongoing personnel administration (where applicable) and any other purposes detailed in this application.

Signature :		Date :	
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