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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position applied for:** | | | |  | | | | | |
| **Where did you hear of the vacancy?** | | | |  | | | | | |
|  | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | |
| Mr/Mrs/Miss/Ms\*(Delete as applicable) | | | Surname: | | | | Previous Surname (if applicable): | | |
| Forename(s): | | | | | | | | | |
| Present Address:  Post Code: | | | | | | | | | |
| Home Tel. No: | | | | | | Mobile Tel. No: | | | |
| Current Day Contact Tel. No: | | | | | | | | | |
| Personal Email Address: | | | | | | | | | |
|  | | | | | | | | | |
| **FULL EMPLOYMENT HISTORY** | | | | | | | | | |
| **Start with your current or most recent employer, including any periods of unemployment**  NB. We will not contact current employers unless you have been offered and accepted a position with this Company | | | | | | | | | |
| Employers Name, Address & Tel. No | From  month/year | To  month/year | | | Job Title / Main Duties | | | Salary on Leaving | Reason for Leaving |
|  |  |  | | |  | | |  |  |
| **EDUCATION/SKILLS** | | | | | | | | | |
| **Full and part-time study to be detailed (highest qualification first)** | | | | | | | | | |
| Schools/Colleges/University attended | | | | | | Qualifications obtained & subject taken (if relevant) | | | |
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| **ADDITIONAL INFORMATION** | | | | | | | | | |
| **Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application** | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| **GENERAL INFORMATION (\*Delete as applicable)** | | | | | | | | | |
| **Have you worked for this Company before?**  If YES, please provide the date/s of your employment and reason for leaving: | | | | | | | | YES/NO\* | |
|  | |
| **When would you be available to start?** | | | | | | | |  | |
| **Are you legally eligible for employment in this country?** | | | | | | | | YES/NO\* | |
| **Do you require a work permit for this country?** | | | | | | | | YES/NO\* | |
| **If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview:** | | | | | | | |  | |
| **If relevant to your position, do you hold a current driving licence?**  If YES, do you have any current endorsements and what are they for? | | | | | | | | YES/NO\* | |
|  | |
| **Do you do any other work paid or unpaid not previously declared?**  If YES, please give details: | | | | | | | | YES/NO\* | |
|  | |
| **Do you smoke?** | | | | | | | | YES/NO\* | |
| **Are you able to fulfil the essential criteria of this job as detailed in the attached Job Guide?** | | | | | | | | YES/NO\* | |
| **What is your wage rate/salary expectation?** | | | | | | | |  | |

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| --- | --- | --- | --- |
| **Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none, please state:** | | | |
|  | | | |
|  | | | |
| **REFERENCES** | | | |
| **Please provide the name of two people that can be contacted on your behalf to gain a work reference; normally your current and most recent employers should be given**  NB. Your reference will not be contacted until a firm offer of employment is made and accepted by you | | | |
| **Name:** |  | **Name:** |  |
| **Company:** |  | **Company:** |  |
| **Job Title:** |  | **Job Title:** |  |
| **How they are known to you:** |  | **How they are known to you:** |  |
| **Company Address & Postcode:** |  | **Company Address & Postcode:** |  |
| **Company Tel No:** |  | **Company Tel No:** |  |
| **Email:** |  | **Email:** |  |
|  | | | |
| **IMPORTANT** | | | |
| **Please read carefully before signing this form. An offer of employment made by this Company is conditional upon:** | | | |
| 1. You producing satisfactory documentary evidence of your legal right to work in the UK e.g. UK Passport or EU National Identity Card  2. The facts given by you on this application being accurate and truthful  3. The Company obtaining satisfactory references, including satisfactory discharge papers if ex-force | | | |
|  | | | |
| **DECLARATION** | | | |
| **By signing this form, you authorise the Company to disclose to its insurers any of the information you have provided** | | | |
| *I declare that the information I have given on this form is to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.*  *I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.* | | | |
| **Signature:** | | **Date:** | |

Please return this form to: