



APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Position applied for	How did you hear of this vacancy?
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A. PERSONAL DETAILS

Surname	Forename(s)
Initials	Preferred name
Address	Mobile
	Email
	National Insurance Number
Do you have a current full driving licence? YES NO	
Details of endorsements (if none, please insert "N/A")	
Do you have a current right to work in the UK? YES NO	
<i>Note: the company will require proof of this right before an offer of employment can be confirmed e.g. Passport and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996.</i>	

B. EDUCATION AND QUALIFICATIONS This section may be left blank if details are supplied on your CV QUALIFICATIONS:

Please give details of examinations and results

School/College/University	Dates		Qualification gained
	From	To	

PROFESSIONAL ASSOCIATIONS Please state whether you are a member of any technical or professional association, and if so, which	
FOREIGN LANGUAGES Please list any foreign languages you speak and your level of competence both oral and written	
PERSONAL DEVELOPMENT Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant	

C. EMPLOYMENT HISTORY Please list in reverse order all the organisations for which you have worked during the last 20 years

Name and Address of Employer	Dates		Position Held/Main Duties	Starting/Leaving Salary	Reason for Leaving
	From	To			

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment

D. DISABILITIES

Do you require any special arrangements to be made for your interview on account of disability? YES NO
If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010.

E. SUPPLEMENTARY INFORMATION

How much notice are you required to give to leave your present employment?		
Please give dates of any existing holiday arrangements		
Are you subject to any restraints in your current or full employment? YES NO		
If yes, please give further information		
Are you willing to work overtime and weekends when required? YES NO		
Current annual salary	Commission/bonuses	Any other benefits
<i>(Please note you may be required to provide evidence for the above figures)</i>		
Salary range expected		
Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Act 1974)? YES NO		
If yes, please give details		

F. REFERENCES Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. *(One of these must be a previous employer.)*

Name, Position, Address and Telephone Number	Name, Position, Address and Telephone Number

Can we approach your present/most recent employer? YES NO

Tick in box if you do not wish your employer to be contacted before an offer of employment is made.

DATA PROTECTION

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy / policy on processing special category personal data and criminal records data. Information about how your data is used and the basis for processing your data is provided in the organisation's job applicant privacy notice.

DECLARATION OF APPLICANT

I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal. By typing my name below, I am offering my digital signature in lieu of my handwritten signature. I understand that my digital signature carries the same bindings as my handwritten signature.

Signed

Date