



# APPLICATION FOR EMPLOYMENT

**PRIVATE AND CONFIDENTIAL**

**PLEASE COMPLETE IN BLOCK CAPITALS**

POSITION APPLIED FOR

HOW DID YOU HEAR OF THIS VACANCY?

INCLUDE DATE

## A. PERSONAL PARTICULARS

MR/MRS/MISS/MS	SURNAME	CHRISTIAN NAME/S	
ADDRESS		TELEPHONE NO (INCL. STD CODE)	
		HOME:	
		MOBILE::	
		EMAIL:	
		BUSINESS:	
		(TICK BOX IF YOU DO NOT WANT TO BE CONTACTED AT WORK) <input style="float: right; margin-left: 20px;" type="checkbox"/>	
N.I. NUMBER		APPLICANTS WILL BE REQUIRED TO PROVIDE DOCUMENTARY EVIDENCE OF THEIR RIGHT TO WORK IN THE UNITED KINGDOM IF INVITED FOR INTERVIEW.	
<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>	<input style="width: 30px; height: 25px;" type="text"/>
		DO YOU HAVE THE RIGHT TO WORK IN THE UNITED KINGDOM	
		YES / NO	

## B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: PLEASE GIVE DETAILS OF EXAMINATIONS ATTEMPTED AND RESULTS (INCLUDING ANY EXAMS FAILED)

FURTHER AND HIGHER EDUCATION: PLEASE GIVE DETAILS OF ALL FURTHER AND HIGHER EDUCATION SINCE LEAVING SCHOOL INCLUDING TRAINING COURSES AND DETAILS OF QUALIFICATIOS.

NAME AND ADDRESS (ES) OF SCHOOL (S) / COLLEGE (S)	DATES		SUBJECTS/COURSE STUDIED & LEVEL	EXAMINATION RESULT/GRADE
	FROM	To		

UNIVERSITY / COLLEGE / INSTITUTE ATTENDED	DATES		SUBJECTS STUDIED TYPE OF TRAINING	QUALIFICATIONS OBTAINED
	FROM	To		

**PROFESSIONAL ASSOCIATIONS:** PLEASE STATE WHETHER YOU ARE A MEMBER OF ANY TECHNICAL OR PROFESSIONAL ASSOCIATION, AND IF SO, WHICH:

**C. EMPLOYMENT HISTORY**

PLEASE LIST IN REVERSE ORDER ALL THE ORGANISATIONS FOR WHICH YOU HAVE WORKED OVER THE LAST 20 YEAR.

NAME (S) AND ADDRESS (ES) OF EMPLOYER (S)	DATES		POSITION HELD/ MAIN DUTIES	STARTING/LEAVING SALARY	REASON FOR LEAVING
	FROM	TO			

PLEASE GIVE DETAILS OF ANY EXPERIENCE, SKILLS OR ACHIEVEMENTS WHICH YOU FEEL MAY BE RELEVANT IN YOUR APPLICATION. (CONTINUE ON SEPARATE SHEET IF NECESSARY)

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**E. 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 NORMALLY BE YOUR PRESENT OR MOST RECENT EMPLOYER).

CAN WE APPROACH YOUR PRESENT / MOST RECENT EMPLOYER PRIOR TO JOB OFFER? YES / NO

NAME, POSITION, ADDRESS AND TELEPHONE NUMBER	NAME, POSITION, ADDRESS AND TELEPHONE NUMBER

(TICK IN BOX IF YOU DO NOT WISH YOUR EMPLOYER TO BE CONTACTED BEFORE AN OFFER OF EMPLOYMENT IS MADE)

**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.

SIGNED ..... DATE .....

**FOR OFFICE USE ONLY**

INTERVIEWED BY:	DATE
COMMENTS/AREAS TO EXAMINE:	
DECISION:	REJECT <input type="checkbox"/> FURTHER INTERVIEW <input type="checkbox"/> ACCEPT <input type="checkbox"/>
INTERVIEWER'S REPORT AND REASONS FOR DECISION:	
REJECTION LETTER SENT: YES / NO	

**APPOINTMENT RECORD** (TO BE COMPLETED WHERE THERE HAS BEEN AN OFFER OF EMPLOYMENT)

CONDITIONAL OFFER LETTER: DATE SENT: RESPONSE: ACCEPTANCE/REFUSAL/NO REPLY	REQUEST FOR REFERENCES: DATE SENT: RESPONSE: GOOD/SATISFACTORY/NO REPLY/UNSUITABLE
STARTING DATE: STARTING SALARY:	JOB TITLE: CLOCK NUMBER