**Job Application Form**

|  |  |
| --- | --- |
| Post Applied for: |  |
| It is important that you read the job description and person specification before completing this application form. Applications received after the closing date will not normally be considered. | |

**Section 1 – Personal Details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  | | | | | | | | |
| Address: |  | | | | | | | | |
|  | | Postcode: |  | | | | | | |
| Home Telephone No: |  | Mobile Phone No: | | | |  | | | |
| National Insurance No: |  | Email Address: | | | |  | | | |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? | | | | **Yes** | | |  | **No** |  |
| Driving Licence – if relevant to post applied for. | | | | | | | | | |
| Do you hold a full, clean driving licence valid in the UK? | | | | | **Yes** | |  | **No** |  |
| Please provide information of any motoring offences. | | | | |  | | | | |

**Section 2 – Present Employment**

**Present Employment** (If now unemployed give details of last employer.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employer: | |  | | | | | | | |
| Address: | |  | | | | | | | |
|  | | | | | | Postcode: | |  | |
| Job Title: |  | | Start Date: | |  | | | End Date: |  |
| Salary: |  | | Department/Section: | | | |  | | |
| Brief Description of Duties: | | |  | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| Period of Notice required: | | | |  | | | | | |
| Last day of service (if no longer employed): | | | |  | | | | | |
| Reason for Leaving: | | | |  | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |

**Section 3 – Previous Employment**

Company 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employer: | |  | | | |
| Address: | |  | | | |
|  | | | | Postcode: |  | |
| Job Title: |  | | Department/Section: |  | | |
| Brief Description of Duties: | | |  | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| Reason for Leaving: | | |  | | |
|  | | | | | |
|  | | | | | |

Company 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employer: | |  | | | |
| Address: | |  | | | |
|  | | | | Postcode: |  | |
| Job Title: |  | | Department/Section: |  | | |
| Brief Description of Duties: | | |  | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| Reason for Leaving: | | |  | | |
|  | | | | | |
|  | | | | | |

**Section 4 – Qualifications/Education**

|  |  |  |
| --- | --- | --- |
| College or University | Course | Qualifications and Grades obtained |
|  |  |  |
| School | Subjects | Qualifications and Grades obtained |
|  |  |  |

\*Continue on a separate sheet if necessary.

**Professional, Technical or Management Qualifications**

|  |  |
| --- | --- |
| Professional/Technical/  Management Qualifications | Course Details |
|  |  |
| Membership of any Professional / Technical Associations- Please state level of Membership: | |
|  | |

\*Continue on a separate sheet if necessary.

**Section 5 – Training and Development**

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

|  |  |
| --- | --- |
| Title of Training Programme or Course | Duration of Course |
|  |  |

\*Continue on a separate sheet if necessary.

**Section 6 – References**

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us).

Reference 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Position: |  |
| Dates Employed: To | |  | From: |  |
| Address: | |  | | |
|  | | | Postcode: |  |
| Telephone No: | |  | | |
| Email Address: | |  | | |

Reference 2:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Position: |  |
| Dates Employed: To | |  | From: |  |
| Address: | |  | | |
|  | | | Postcode: |  |
| Telephone No: | |  | | |
| Email Address: | |  | | |

**Section 7 – Declaration**

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| We undertake that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, we may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details. | | | |