



STRICTLY PRIVATE & CONFIDENTIAL

BLOCK LETTERS PLEASE

## APPLICATION FOR EMPLOYMENT

DELETE AS APPROPRIATE\*

APPLICATION FOR EMPLOYMENT AS: 1<sup>ST</sup> CHOICE: .....

2<sup>ND</sup> CHOICE: .....

**AVAILABILITY**      I CAN START WORK ON .....

AND REMAIN UNTIL .....

**AND / OR\***      I AM AVAILABLE FOR\* PART TIME / WEEKEND / EVENING WORK

FULL NAME ..... NATIONALITY .....

ADDRESS ..... NATIONAL INSURANCE NO. ....

.....

..... EMAIL .....

TELEPHONE ..... MOBILE .....

### EMPLOYMENT RECORD *(Please start with last/present job first)*

DATES	NAME & ADDRESS OF EMPLOYER	JOB TITLE	WAGE	REASON FOR LEAVING

**ACADEMIC QUALIFICATIONS** *(School, College or University)*

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.....

**OTHER QUALIFICATIONS / AWARDS / SKILLS**

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.....

**Written references** will be sought from two of the above.

HAVE YOU WORKED FOR THE COMPANY BEFORE? **YES / NO\***

IF SO, WHERE AND WHEN? .....

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE NOT YET SPENT UNDER THE REHABILITATION OF OFFENDERS ACT 1974?  
**YES / NO\***

GIVE DETAILS .....

IF SUCCESSFUL WILL YOU REQUIRE LIVE IN ACCOMMODATION? **YES / NO\***

WHERE DID YOU LEARN ABOUT THE VACANCY? .....

I DECLARE THAT TO THE BEST OF MY BELIEF THE INFORMATION GIVEN IS CORRECT.

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

**PLEASE LET US KNOW IF YOU NEED US TO MAKE ANY PARTICULAR ARRANGEMENTS TO ENABLE YOU TO ATTEND AN INTERVIEW**

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The information on this form will be held, either manually and/or computerised, in strict confidence by the Company in accordance with the Data Protection Principles.