

# Application For Employment



Forenames(s)	
Surname	
Home Address	
	Postcode
Tel.No. (home)	
Tel.No. (mobile)	
Email Address	

If you are shortlisted, you will be asked to provide one or more 'specified documents' (e.g. a P60, UK or Eire birth certificate, passport, work permit) confirming your eligibility to live and work in the UK in accordance with the Asylum and Immigration Act 1996 –Section 8

Would you be able to produce such a document?	
Would you have to move home if offered this job?	
Do you have a current clean driving license?	
For what classes of vehicle?	

**OPTIONAL QUESTIONS IN THIS SHADED AREA. Please see declaration on reverse**

<p><b>Ethnic Origin</b> For the purpose of monitoring census data, please indicate the ethnic group to which you belong. Ethnic origin is not about nationality, place of birth or citizenship; it concerns colour and broad ethnic group.</p> <p>White      Black African      Other Asian (state) Bangladeshi      Black Caribbean Indian      Black Other      Other (state) Pakistani      Chinese      ↪</p>	No. of penalty points (if any) endorsed on current driving license	
	Have you ever had your driving license revoked?	
	Your living accommodation, E.g. owner— occupied house, rented flat, living with parents	
	Date of Birth	

<b>GENERAL EDUCATION</b>	<b>Secondary Education</b>			<b>Further Education</b>		
	From	To	Name of School	From	To	Name of College, University etc.
	Examination results/qualifications obtained					

<b>EMPLOYMENT</b>	<b>Name and address of current employer (or last employer if not currently employed)</b>			<b>Job title and main duties</b>		<b>Employment Dates</b>	
						From	To
	Average gross pay	£	Average No. hours worked per week, including	Reason for leaving			
	Previous employment (employer name)	1					
	2						
	3						

<b>HEALTH</b>	Height		Weight		Would you be willing to have a medical examination if required?	
	<b>OPTIONAL QUESTIONS IN THIS SHADED AREA. Please see declaration on reverse</b>					
	Do you smoke?		If YES, give details of past and present tobacco usage	Are you currently receiving any medical treatment?		If YES, give details

<b>PRACTICAL SKILLS</b>	Summarise job skills acquired and specialist training received	
	What qualities do you have which most suit you to the job you are applying for?	

<b>GENERAL</b>	What are your main interests, sports and hobbies?			
	To which clubs or societies do you belong?			
	Do you have any other employment (including part-time work) which you intend to continue?			
	If YES, give details			
	Do you have any other commitments which may limit your working hours, e.g. judicial, military or local government?			
	If YES, give details			
	Future training plans (give details of any courses you intend to pursue)			
	Have you ever been dismissed from employment?		If YES, give reason	
	Have you ever been convicted of a criminal offence? (NB. The Rehabilitation of Offenders Act 1974)			
	Please give any other information relevant to your application, e.g. outline any notable achievements			

<b>REFERENCES</b>	Names and addresses of two referees			
	Work Experience			
		Tel.No.		Can they be contacted now?
	Character			
	Tel.No.		Can they be contacted now?	

<b>AVAILABILITY</b>	When would you be available for interview?	
	If offered this job when could you start?	
	LEAVE - Do you have any holiday commitments in the next 12 months?	

How did you get to know about this job vacancy?			
Do you know anyone in our employment?		If YES, give names	

<p><b>The Data Protection Act 1998 (DPA)</b></p> <p>The information you provide on this application form will be processed only for the purposes of recruitment by persons involved in the recruitment procedure. We may contact relevant third parties in order to verify certain information given in your application (NB. REFERENCES are subject to your consent). You have a right to have your application processed manually and to appeal against any negative outcome of automated processing. Upon completion of the recruitment procedure, information on you may be stored for a period of six months after which it will be destroyed.</p>	<p><b>DECLARATION - Please read carefully, then sign and date your application</b></p> <p>I confirm that the above information is correct and I consent to it being processed (see DPA opposite) for the purposes of recruitment. I also understand that misleading statements may be sufficient grounds for cancelling any agreements made and that questions left unanswered may be discussed at interviews arising from this application.</p> <table border="1" style="width: 100%;"> <tr> <td>Applicant Signature</td> <td>Date</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Applicant Signature	Date		
Applicant Signature	Date				

This application form was completed by: (tick appropriate)		
Applicant only	Applicant with some assistance	Someone other than applicant