

PRACTICAL SKILLS	Summarise job skills acquired and specialist training received	
	What qualities do you have which most suit you to the job you are applying for?	
	Please give any other information relevant to your application, e.g. outline any notable achievements	

GENERAL	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)			

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

AVAILABILITY	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?	

The Data Protection Act 1998 (DPA)

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.

DECLARATION - Please read carefully, then sign and

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.

Applicant Signature	Date

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