

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Job Reference Number: Applicant Reference Number:

Position applied for:

How did you hear of this vacancy? (include date)

A. PERSONAL PARTICULARS

Full Name: Mr/Ms/Mrs/Miss	
Address:	Telephone Number: (Including STD Code) Home: Business: (Tick box if you do not want to be contacted at work). <input style="width: 40px; height: 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. 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 examinations failed).

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

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:

FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence both oral and written:

C. EMPLOYMENT HISTORY

Please list in reverse order all the organisations for which you have worked during the last 20 years:

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, SKILL OR ACHIEVEMENTS WHICH YOU FEEL MAY BE RELEVANT IN YOUR APPLICATION FOR EMPLOYMENT. (Continue on separate sheet if necessary).

F. 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 a previous employer).

Can we approach your present/most recent employer? 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 cause my application for employment to be unsuccessful or, in the event of employment, render me liable to dismissal.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed Dated

FOR OFFICE USE ONLY

INTERVIEW RECORD

Interviewed by:	Date:
Comments/Areas to Examine:	
Decision: Reject <input type="checkbox"/>	Further Interview <input type="checkbox"/>
(tick as applicable)	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	REQUESTS FOR REFERENCES: Date sent: Response: Good/Satisfactory/No Reply/Suspect/Unsuitable
MEDICAL/MEDICAL REPORT: Date sent: Response: Good/Satisfactory/Suspect/Unsuitable	RIGHT TO WORK IN UK: Appropriate documentary evidence checked.
Starting Date: Grade: Starting Salary:	Job Title: Personnel/Clock Number: