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| Application for Employment |

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Confidential

Position applied for: Full Time OR Part Time

Where did you hear about this vacancy?

# Personal Details

Title Mr ⬜ Mrs ⬜ Miss ⬜ Ms ⬜ Other ⬜ Current Driving Licence? Yes ⬜ No ⬜

 Do you have a car? Yes ⬜ No ⬜

Other

 Details of Current Endorsements…………………………………….……..

Surname

 ……………………………………………………………………………………………..………………………..…

 Do you have a criminal record?

 Yes ⬜ No ⬜

Forename(s)

If Yes, please give details

Address Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of

Postcode

 Offenders Act 1974 (Exceptions) Order 1975

 (as amended in 2013)?

 Yes ⬜ No ⬜

If Yes, please give details:

Home Telephone

 Do you have a mental or physical disability?

 Yes ⬜ No ⬜

If Yes, please give details:

Mobile Telephone

Work Telephone

 What adjustments may need to be made to

 accommodate your disability? ………………………………………

Email ……………………………………………………………………………………………………………….…

 …………………………………………………………………………………………………………..…….

 ………………………………………………………………………………………..…………….…………

Please give details of last 2 years absences from work: Do you hold a current UK work permit?

……………………………………………………………………………………………………..………………………… Yes ⬜ No ⬜

…………………………………………………………………………………………………..………………………..… If you are called to interview you will be required to produce the permit document.

…………………………………………………………………………………………………….…………………………

Education and Training

Please give details of any courses attended or training carried out which may be relevant to this position:

|  |  |  |
| --- | --- | --- |
| Establishment Name | Dates | Examination passed and qualification obtained |
|  |  |  |

Employment History

Please start with your most recent employment and work backwards

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DateFrom To | Name of employer and nature of business | Position held and brief details of duties | Reason for leaving | Salary |
|  |  |  |  |  |  |

Current Notice Required?

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| --- |
| Supporting StatementPlease add here any additional information you wish to support your application, you may continue on extra sheets if necessary (please do not use more than two sides of A4).Please indicate how you believe the skills you have developed in your current and/or previous role(s) can be transferred to this position. Please refer to the enclosed job description when completing this section. |

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| --- |
| Leisure Please note any sports, hobbies or pastimes etc. |

### References

Please give the names and addresses of two persons from whom we may obtain professional references one being your current employer. ***We reserve the right to contact past employers.***

|  |  |
| --- | --- |
| 1.NameCompanyPositionAddressPostcode TelephoneEmail | 2.NameCompanyPositionAddressPostcode TelephoneEmail |

#### Declaration

I confirm that the information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

Signed Date

**Official Use**

Interview: Yes ⬜ No ⬜ Time and date of interview:

Interview to be carried out by:

Signed Date