



## **JOB APPLICATION FORM**

### **Office Use Only**

Application Reference

**Note to the Applicant.** In accordance with our equal opportunities policy, this form has been designed so as to exclude as much potentially discriminating information as possible.

**Position applied for:**

Personal details			
Full name		Title	
Address			
Telephone		Mobile	

**Education.** Please provide details of qualifications gained at either school, college or university, including dates and grades achieved.

School	Qualification
College	Qualification
University	Qualification
Vocational	Qualification



Please use space on page 4 or a separate sheet if necessary

**Training.** Please provide details of any relevant training courses attended.


**Experience.** Please provide details of any relevant experience you may have received in previous jobs which will support your job application. If this is your first job (since leaving education), please provide details of any work experience you may have had, or of any other experiences you feel may be of value.

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**Criminal Convictions.** Please give details of any criminal convictions you have had, excluding any considered 'spent' under the Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded).

**When are you available to start work?**

**Do you have any holidays already arranged? If so, please list dates and duration**

**If relevant to the role, do you hold a current driving licence, and if so, do you have any penalty points?**

**Why do you think you would be suited to this position?**

**Please use space on page 5 or a separate sheet if necessary**



**Employment Details.** Please begin with most recent employer (please include any unwaged or voluntary activities).

Name of Employer			
Address			
Date Started		Date Left	
Current/Leaving Salary/Wage	£		
Position Held & Brief Details of Job			
Reason for Leaving			

### Employment details continued

Name of Employer			
Address			
Date Started		Date Left	
Current/Leaving Salary/Wage	£		
Position Held & Brief Details of Job			
Reason for Leaving			



<b>References.</b> Please provide the names and addresses of two referees (excluding relatives), one of which must be your latest employer, or if this is your first job since leaving education, your course tutor.			
Name		Name	
Address		Address	
Telephone		Telephone	
Okay to contact before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Okay to contact before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Continuation sheet</b>

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful the organisation may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes.

Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1984 and 1998.

Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.