

**JOB APPLICATION FORM**

**CONFIDENTIAL**

**Candidates must ensure that all parts of the application form are completed**

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| **POST APPLIED FOR :** |

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| **PERSONAL DETAILS:****Surname:****First name :** **Address & post code:** **Telephone number (home/mobile):****Email:**  |

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| **PRESENT EMPLOYER:** **Name of Employer:****Post held:** **Date Appointed:** **Current salary:****Notice period:****Please give a brief summary of your current responsibilities:**  |

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| **Number of days sickness over the past 3 years:****Reason for any period of extensive sickness:** |
| **PREVIOUS WORK EXPERIENCE:** **Please give details of your work experience, both paid and un paid, starting with your most recent** |
| **Name of employer**  | **Post and duties**  | **Dates (to – from )**  | **Reason for leaving**  |

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| **Do you require a work permit to work in the UK:**  YES / NO **If you require a work permit do you have one:** YES / NO |

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| **CONVICTIONS:**Please give details of any unspent convictions, if none please state ‘none’) |

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| **EDUCATION:**Please give details of your education record and qualifications achieved  |
| **Dates ( to –from )**  | **School/college/University** | **Qualifications gained** |

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| **REFERENCES:**Please give details of two referees, one of which should be your current or most recent employer  |
| Name:Position:Organisation:Address: Email: Telephone:  | Name:Position:Organisation:Address:Email:Telephone: |
| Can we contact your referees prior to interview: YES/ NO |

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| **SUPPORTING STATEMENT:** Please say why you think you should be considered for this post, giving details of how you meet the requirements of the person specification.  |

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| I certify that all the information in this application is accurate and that employment may be terminated immediately where information is discovered to be falseSigned :  |