Application Form

Personal information (confidential)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for employment** | | | | | | | | | | |
|  | | | | | | | | | | |
| Position applied for: | | | | | | | | | | |
| **Personal details** | | | | | | | | | | |
| Title: | |  | | | | | | | | |
| Name: | |  | | | | | | | | |
| Address: | | | | | | | | | | |
| Email: | |  | | | | | | | | |
| Telephone (mobile): | |  | | | | | | | | |
| National Insurance No: | |  | | | | | | | | |
|  | | | | | | | | | | |
| Do you have a current right to work in the UK? | | | | | Yes | |  | No | |  |
| If no, please provide details. | | | | | | | | | | |
| **Preferred working arrangement (please tick)** | | | | | | | | | | |
| Full time |  | | Part time |  | |  | | |  | |
| If you have ticked part time, please give details below of your preferred working hours | | | | | | | | | | |

Application continues on the next page

|  |
| --- |
| Please give details on why you have applied for this role: |
| Selection criteria  Please provide details on the qualities that you possess which mean you would be an ideal candidate for this role. Please include information on key experiences or achievements in your paid work history, but you may also include information on any activity outside of work you have been able to draw upon to the benefit of your career progression.                Please note here any membership you hold of professional bodies that you think may be relevant to this role, including grade of membership or other relevant details:      Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant to this role |

Application continues on the next page

|  |  |  |  |
| --- | --- | --- | --- |
| **Education** | | | |
| Please provide your education history here: | | | |
| Schools/Colleges/University Qualification gained  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Employment history** | | | |
| Name of employer(s) | Job title and main duties | | Date of departure and reason for leaving |
|  |  | |  |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | |
|  | | | |
| **References** | | | |
| Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references | | | |
| 1. | | 2. | |

Application continues on the next page

|  |
| --- |
| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of performance of a contract to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on request. |
|  |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). |
| **Signed:** |  | Date: |
|  |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. |