Application for Employment

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| **PRIVATE AND CONFIDENTIAL** | | | **Please complete in BLOCK CAPITALS** | | | |
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| Position applied for: |  | | | | | |
|  | | | | | | |
| How did you hear of this vacancy? (include date) | |  | | | | |
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| **A. PERSONAL PARTICULARS** | | | | | | |
|  | | | | | | |
| **Full Name:** Mr/ Ms/ Mrs/ Miss/ Dr/ Prof | | | | | | |
| **Address:** | | | **Telephone Number** (including STD Code) | | | |
|  | | |  | | | |
|  | | | Home: | | | |
|  | | |  | | | |
|  | | | Mobile: | | | |
|  | | |  | | | |
|  | | | Business: | | | |
|  | | | (Tick box if you do not want to be | | | |
|  | | | contacted at work). | |  |  |
|  | | |  | | | |
|  | | | Applicants will be required to provide documentary | | | |
| **E-mail address:** | | | evidence of their right to work in the United Kingdom | | | |
|  | | | if invited for interview. | | | |
|  | | |  | | | |
| **N.I. Number:** | | | Do you have the right to work in the United | | | |
|  | | | Kingdom? | **YES** / **NO** | | |

**B. EDUCATION AND QUALIFICATIONS**

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school. We will require you to provide certificated evidence of all qualifications stated on the list below on request.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University/College/  Institute Attended | Dates | | Subjects Studied  Type of Training | Qualifications  Obtained |
| From | To |
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| PROFESSIONAL ASSOCIATIONS: State current membership of professional bodies and date the membership started:  Please state:   * Have you ever been subject to expulsion from any professional body? **Yes/ No** * Have you ever been the subject of a disciplinary process with a professional body or in a place of work? **Yes/ No** * Have you ever been convicted of a criminal offence? (Including any spent conviction, caution, or bind-over order?) **Yes / No**   Answering ‘yes’ to these questions will not necessarily prevent you from being shortlisted; however failure to disclose at this stage, or making a false or an inaccurate declaration, may result in termination of your employment at a later date. If you have answered ‘yes’ to any of these questions, please provide brief details: |

**C. EMPLOYMENT HISTORY**

Please list starting with the most recent, 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 |
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**D. SUPPLEMENTARY INFORMATION**

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| Please give details of any experience, skill or achievements that you feel may be relevant in your application for employment. Continue on a separate sheet if necessary. |
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**E. PRACTICAL INFORMATION**

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| --- | --- |
| Please describe, with dates, any forthcoming arrangements, events, holidays or other commitments which may impact or limit your attendance or delivery of the job role as described: | |
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| Are you currently subject to any contractual "restraints of trade" clauses? | **YES** / **NO** |
|  |  |
| If Yes, please give further information: |  |
| Are you willing to work evenings and weekends when required? | **YES** / **NO** |
|  |  |
| How much notice are you required to give to leave your present employment? |  |
| Have you worked for us before? | **YES** / **NO** |
|  |  |
| If Yes, give details of reason for leaving: |  |
| Please describe your interests, sports, hobbies, etc. |  |
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**F. REFERENCES**

Please give the names and addresses of two professional and/or educational 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**

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| --- | --- |
| (Tick in box if you do not wish your employer to be contacted before an offer of employment is made) |  |

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| --- | --- |
| Name, Position, Address, Email Address and Telephone Number | Name, Position, Address, Email Address and Telephone Number |
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| **DECLARATION OF APPLICANT**   * I confirm that the above information is correct * I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal. * I consent to the Organisation using and keeping (a) information I have provided on this application or elsewhere as part of the recruitment process and (b) 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, as required for employment with the Organisation, and will be retained for the duration of my employment. * If I am not successful, I give permission for the Organisation to retain the form for up to 3 years 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. I understand that if I give permission for the Organisation to retain my cv, I may also request it is withdrawn and deleted at any time during those 3 years. **Yes/ No** | | | |
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| Signed: |  | Dated: |  |
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| **FOR OFFICE USE ONLY** | | | | | | | | | | | | | |
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| Interviewed by: | | | | | | Date: | | | | | | | |
| Comments/Areas to Examine: | | | | | |  | | | | | | | |
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| Decision: |  | Reject |  |  | Further Interview | | |  |  | Accept | |  |  |
| (Tick as applicable) | | | | | | | | | | | | | |
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| Interviewer's report and reasons for decision: | | | | | | | | | | | | | |
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|  | | | | | | | Rejection letter sent: | | | | Yes / No | | |

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| **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 U.K.  Appropriate documentary evidence checked. |
| Starting Date:  Starting Salary: | Grade: | Job Title:  Personnel/Clock Number: |