



APPLICATION FORM

PLEASE COMPLETE USING CAPITALS AND BLACK INK OR TYPE

Post being applied for:		
Personal Details		
Title:	Surname:	Forenames:
Are you entitled to work in the United Kingdom? YES NO		
If you are from outside the European Economic Area, do you need a work permit for this post? YES NO		
Address:	Telephone:	
	Mobile:	
Postcode:	Email:	
Referees:		
Please give below the names and addresses of two people from whom references may be sought, at least one of whom should have recent knowledge of your work; your current or most recent employer should normally be included.		
Name:	Address:	
Position:	Telephone:	
Name:	Address:	
Position:	Telephone:	
Criminal Records Disclosure		
Have you ever been convicted of an offence that is not 'spent' under the Rehabilitation of Offenders Act 1974? Do you have any prosecutions pending against you? YES NO If 'YES', please provide details below		

Current Employment:		
From (date)	Name and Address of Employer	
Post	Salary / Wage £	Notice Required: Weeks / Months
Duties & Responsibilities (Please describe the main duties and responsibilities associated with this post)		
<hr/> State if attending Evening Classes or Day Release Course Subject and, if so, please give details.		
<i>(Continue on a separate sheet if required)</i>		

Previous Employment or Training including military service (most recent first). Please account for any gaps where you have not been in employment.

From:	To:	Employer:	Post:	Duties:

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Further and Higher Education:

From:	To:	University/College:	Subjects:	Results:

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Secondary Education:				
From:	To:	University/College:	Subjects:	Results:

Details of membership or technical or professional bodies or other relevant qualifications				

Statement in Support of Application (continue on a separate sheet(s) if required).

Please state why you believe you are a suitable candidate for this post by explaining how you meet its requirements and the experience which you have that is relevant. Please give examples of particular achievements.

Data Protection Act 1998

Your signature on this document gives the Company the right, under the Data Protection Act 1998, to process the information you have given, including the data of a sensitive nature, for process relating to your application for employment. Any processing of the data by the Company will be in accordance with the Data Protection Act. Application forms of unsuccessful candidates will be destroyed after 6 months.

Date when free to commence employment:

I certify that to the best of my knowledge and belief the foregoing information is true and correct. If selected I will serve an agreed probationary period and will conduct myself while on Company business within the framework of the Company's Rules and act in accordance with the Company's Health and Safety requirements.

I confirm that the details in this form and any other information relating to my formal application for employment are correct.

Signature of Applicant

Date.....