

# Application Form

Position Applied for & Location:

All information given on this form will be treated as confidential however, if an engagement results previous employers may be approached for a reference. No such approach will be made to present employer unless an offer of employment has been made and accepted by the applicant. Appointments are made subject to the receipt of satisfactory references. Dismissal may follow the receipt of unsatisfactory information or the discovery of deliberately misleading information on this form.

**ALL QUESTIONS MUST BE ANSWERED (PLEASE USE BLACK INK AND BLOCK CAPITALS)**

Mr/Mrs/Miss/Ms. First Name	Middle Name(s)	Surname:
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Address:

Telephone Number (Inc. STD Code):	Mobile Telephone Number:
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Email Address:

Previous Surname if changed within the last three years:

If you have a disability or any special needs that means that you would like any help with this application form, or at any stage of the selection process, then please let us know what changes we may need to make to suit your needs:

Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974?  
 Yes     No    if yes give details:

## PREVENTION OF ILLEGAL WORKING

The Immigration Asylum and Nationality Act make it a criminal offence for us to employ a person who is subject to immigration control. All new employees are required to produce a document showing that they have the right to remain and work in the UK.

For Example :

- \* A passport showing that the holder is a British Citizen (or has a right of abode in the UK) or
- \* A national of a EEA Country or Switzerland or
- \* A passport or other travel document issued by the Home Office or Border and Immigration Agency endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom or has no time limit on their stay.

Can you produce one of these documents?     Yes     No

*If no, please contact us for information about alternative documents that can be supplied.*

Secondary & Further Education: Name & Address of School / College / University	Qualifications Gained Subject:	Date	Grade:

Previous Employment Over The Last Five Years						
Name & Address of Employer:	Date		Position Held	Responsibilities	Salary & Bonus:	Reason For Leaving
	From:	To:				

Please state why you think you would be suitable for this position and give any additional information here, which you feel may help us with your application (i.e. Hobbies, Interests etc)



Please continue on a separate sheet if necessary.

**References**

Please supply the names and addresses of two referees

Name	1	2
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Address

Telephone No

I have read and understand all the above information and acknowledge that the information I have provided is complete and accurate. In line with the Data Protection Act I consent to this information being held securely and used in processing my application.

Signature of Applicant:

Date: