

# Employment Application form

Please complete all sections

## Basic Information

Application for employment as (Job Title):		Location:
Surname:		
First names:	Preferred name (known as):	
Address:		
Post code:		
Telephone number (Home):	(Mobile):	
Email address:		

## Education and Training

Please list names of educational establishments, dates and details of any qualifications attained:			
Name of School/College/University:	Qualifications gained/subject:	Grade:	Date:
Please give details of further adult education or training relevant to your application (e.g. bespoke on-job training, evening classes):			
Name of College/workplace:	Qualifications gained/course undertaken:	Grade (if applicable):	Date:

*(Please add additional sheets if necessary)*

## Employment History (Please list history for last 5 years of employment only)

<b>1. Name of present/most recent employer:</b>
Employer's business:
Employer's address:
Job Title:

<b>Duties (Please describe your main duties, responsibilities and job purpose):</b>	
<b>Contractual hours worked per week:</b>	
<b>Rate of pay:</b>	<b>per hour/week/annum (please delete as appropriate)</b>
<b>Dates employed: From:</b>	<b>To:</b>
<b>Reasons for leaving:</b>	

<b>2. Name of previous employer:</b>	
<b>Employer's business:</b>	
<b>Employer's address:</b>	
<b>Job Title:</b>	
<b>Duties (Please describe your main duties, responsibilities and job purpose):</b>	
<b>Contractual hours worked per week:</b>	
<b>Rate of pay:</b>	<b>per hour/week/annum (please delete as appropriate)</b>
<b>Dates employed: From:</b>	<b>To:</b>
<b>Reasons for leaving:</b>	

<b>3. Name of previous employer:</b>	
<b>Employer's business:</b>	
<b>Employer's address:</b>	
<b>Job Title:</b>	
<b>Duties (Please describe your main duties, responsibilities and job purpose):</b>	

Contractual hours worked per week:	
Rate of pay:	per hour/week/annum (please delete as appropriate)
Dates employed: From:	To:
Reasons for leaving:	

*(If you have had more than 3 employers in the last 5 years, please add additional sheets)*

Please explain any gaps in continuous employment during the last 5 years of your employment:		
Date from:	Date to:	Reason:

Please tell us about any other job you have done (more than 5 years ago) or skills that you have that are relevant to your application:

## Further information in support of your application

Please tell us why you applied for this job and why you are the best person for this role:

Do you consider yourself to have a disability?	Yes / No (please circle)
Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process:	
Do you need a work permit to work in the UK?	Yes / No (please circle)
Have you been convicted of any criminal offences which are not spent under the Rehabilitation of Offenders Act 1974?	Yes / No (please circle)
If yes, please give details:	
How much notice do you need to give your current employer?	
If your application is successful, when could you start working for us?	

## References

Please give the names and contact details of two referees. One referee should be your current (or most recent) employer and the second referee can be a previous employer or a person that has known you in a personal capacity for more than 5 years (other than a partner or family member). Please be assured that no approach will be made to your present or previous employers before an offer of employment is made to you. Please note that employment is conditional upon receipt of satisfactory references.

Referee 1	Referee 2
Name:	Name:
Employer name:	Capacity known:
Contact address:	Contact address:
Contact email:	Contact email:
Contact telephone no:	Contact telephone no:

## Declaration

I can confirm to the best of my knowledge that the information given above is correct. I accept that providing deliberately false information may result in my dismissal from Kamsons.

Signature: .....

*(If you are sending this application electronically, you will be asked to sign this declaration at interview)*

Name:.....Date:.....

**Please email your application directly to [recruitment@kamsons365.co.uk](mailto:recruitment@kamsons365.co.uk) or bring in a hand written application form to the branch where the vacancy is advertised.**

**Please note that Kamsons will not contact you directly to inform you if your application will not progress to interview. If you have submitted an application form but do not hear from us within 21 days, unfortunately your application has been unsuccessful.**

### Data Protection

All personal data acquired by Kamsons from this application form will only be used for the purposes of recruitment and or potential future employment opportunity. The data herein will be kept for the duration of employment (for successful candidates) and a maximum of 1 year for unsuccessful candidates. This data will not be processed further or disclosed without the consent of the applicant.