**APPLICATION FORM**

**POSITION APPLIED FOR:**

1. **PERSONAL**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  | Mobile: |  |
| Email address: |  |

|  |  |
| --- | --- |
| Do you have your own car?  | YES/NO |
| Full UK Driving Licence | YES/NO |
| Endorsements | YES/NO |

|  |  |
| --- | --- |
| Have you received any convictions, cautions, reprimands or final warnings that are not‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975?  | YES/NO |
| If YES, please give full details: |  |
| Do you need a work permit to take up employment in the UK? | YES/NO |
| How much notice do you need to provide your current employer? |  |

1. **EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended | From | To | Examinations and results |
|  |  |  |  |
| College or University | From | To | Courses and results |
|  |  |  |  |
| Further formal training | From | To | Qualifications |
|  |  |  |  |
| Job related training courses | From | To | Subject/Qualifications |
|  |  |  |  |

Please give details of membership of any professional registration or associations:

|  |
| --- |
|  |

1. **EMPLOYMENT DETAILS**

Please give details of your past employment or engagement, including your present or last employer, stating the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates | Position held and main duties | Reasons for leaving |
|  |  |  |  |

**4. SUPPLEMENTARY INFORMATION**

Please set out below any further information to support your application, e.g. skills, competencies and personal strengths to demonstrate why you would be suitable for this role (including any Sign Language qualifications/skills)

|  |
| --- |
|  |

**5. REFERENCES**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

|  |  |
| --- | --- |
| Company: | Company: |
| Contact: | Contact: |
| Position: | Position: |
| Address: | Address: |
|  |  |
|  |  |
| Telephone: | Telephone: |
| Email: | Email: |

I consent to the Company contacting the referees and processing the information received, in order to obtain a reference for the purpose of pre-employment screening.

I also consent to the referees I have detailed above to process my data for the purpose of providing a relevant reference in line with the request.

**DECLARATION**

**I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or subject me to summary dismissal.**

**I understand that these details will be held in confidence by the Company, for the purpose of assessing this application, ongoing personal administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998 and the GDPR.**

|  |  |
| --- | --- |
| Signature: | Date: |