

Ref No :

APPLICATION FOR EMPLOYMENT

Please complete all sections and print using black ink. Personal details are requested on a separate sheet. Only those details necessary will be provided to managers for short listing purposes. If you are unsuccessful with your application your records will be maintained by the Organisation for a period of six months.

Position applied for:	Days and hours you are able to work: Monday: Friday: Tuesday: Saturday: Wednesday: Sunday:
Where did you see this position advertised?	Thursday:
Would you like the Organisation to retain your details for future vacancies?	

EMPLOYMENT RECORD

Please give in full, details of any employment or work experience in the last 10 years (most recent first). Please account for any gaps in employment

From	To	Employer's name and address	Position held, main duties and reason for leaving	Salary

Where the job applied for requires you to drive as part of your normal duties: Do you:

own a car?

YES	NO
-----	----

have a current driving licence?

YES	NO
-----	----

Provisional Full HGV

have any current endorsements?

YES	NO
-----	----

(Give Details)

Do you:

Have a Restrictive Covenant/Restraint of Trade Agreement with your current employer which could impact on your ability to carry out the job applied for?

YES	NO
-----	----

If yes, please give details or attach a copy of the document.

Are you:

Authorised to work within the European Union?

If appropriate please give details of permits held:

Do you have any concerns regarding this application:

YES	NO
-----	----

Please give details:

Declaration

To the best of my knowledge all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable to summary dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

Signed:

Date:

CONFIDENTIAL INFORMATION

Ref No. :

Official Use Only

In accordance with our Equal Opportunities Policy, only relevant details regarding your application will be given to manager(s) shortlisting or interviewing for this position. Supplementary information as detailed on this form will only be provided as necessary.

PERSONAL DETAILS

Surname (Block Capitals)		Title: Mr./Ms. (For response purposes)	
First names		Date of Birth	
Permanent Address		Address for correspondence (if different)	
Postcode		Postcode	
Telephone No.	Home:	Contact Tel. Nos.	
	Work:	National Insurance No. (If known)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Have you ever been convicted of a criminal offence YES NO If yes, please give full relevant to the post applied for? details.

(You need not include convictions which are "Spent" under the Rehabilitation of Offenders Act, 1974 unless you are applying for a position within the Exceptions order to the Act.)

REFERENCES

Employment References			
Name:		Name:	
Address:		Address:	
Telephone No:	Occupation:	Telephone No:	Occupation:
Do you want us to seek your permission before seeking this reference?		Do you want us to seek your permission before seeking this reference?	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

Note : Referees should not be members of your family or a partner or friends. At least one reference must be from an employer.

SUPPLEMENTARY INFORMATION

Have you ever worked for this Organisation or any associated Organisation before?

YES	NO
-----	----

If yes, give details including dates and reasons for leaving:

Do any close relatives or your partner work for the Organisation?

YES	NO
-----	----

If yes, give details. (In certain positions, it is not possible for relatives to work in the same areas):

Do you require any specific facilities to be provided to enable you to attend for an interview?

YES	NO
-----	----

If yes, give details. (In certain positions, it is not possible for relatives to work in the same areas):

May you require any special adjustments to be made to work premises, practices or equipment to enable you to take up this position?

If YES, please give detail:

YES	NO
-----	----