Application Form

Personal information (confidential)

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| **Application for employment** | | | | | | | | |
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| Return this form to: Ref No: | | | | | | | | |
| Position applied for: | | | | | | | | |
| **Section 1: Personal details** | | | | | | | | |
| Title: |  | | | | | | | |
| Name: |  | | | | | | | |
| Address: | | | | | | | | |
| Email: |  | | | | | | | |
| Telephone (landline): |  | | | | | | | |
| Telephone (mobile): |  | | | | | | | |
| Mobile: |  | | | | | | | |
| National Insurance No: |  | | | | | | | |
|  | | | | | | | | |
| Do you hold a current driving licence? | | | | Yes | |  | No |  |
| Groups: | | | | | | | | |
| Expiry date: | | | | | | | | |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes | |  | No |  |
| If no, please provide details. | | | | | | | | |
| **Section 2: Education** | | | | | | | | |
| Please provide your education history here: (see below) | | | | | | | | |
| Schools/Colleges/University Qualification gained  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Section 3: Employment history** | | | | | | | | |
| Name and address of employer(s) | | Job title and main duties | | | Date of departure and reason for leaving | | | |
|  | |  | | |  | | | |
| **Section 4: References** | | | | | | | | |
| Please note here the names, company name (where applicable), addresses and email address of two persons from whom we may obtain both work and character references. One must be your most recent employer. | | | | | | | | |
| 1. | | | 2. | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | |
| **Section 6: Personal development** | | | | | | | | |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: | | | | | | | | |
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| **Section 7: Criminal record** | | | | | | | | |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974. | | | | | | | | |
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| **Data protection statement** | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which isattached to this form. | | | | | | | | |
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| Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process. | | | | | | | | |
| **Section 8: Declaration** | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions and probationary period (in line with the operation of the Equality Act 2010). | | | | | | | | |
| **Signed:** | | | | | | | | |  | Date: |
|  | | | | | | | | |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the Company will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at section 8. | | | | | | | | |