|  |  |
| --- | --- |
| Position Applied for: |  |
| Closing Date: |  |

**Personal Details**

|  |  |
| --- | --- |
| Title Mr/Mrs/Miss/Ms/Other (If other, please specify) |  |
| First Name |  |
| Middle name(s) |  |
| Surname |  |
| Address |  |
| Daytime telephone number |  |
| Evening telephone number |  |
| Email address |  |
| Driving Licenses held |  |
| Your current salary |  |

**Education**

|  |  |
| --- | --- |
| School/College/University Name and address – (starting with your most recent qualification) | Subject and Grade |
|  |  |

**Employment History**

|  |  |  |
| --- | --- | --- |
| Company Name and Address | Position Held and description of duties | Reason for leaving |
|  |  |  |
|  |  |  |
|  |  |  |

**Additional Experience, Skills and Training**

|  |
| --- |
|  |

**Convictions**

Have you ever been convicted of a criminal offence? Yes [ ]  No [ ]

Have you any pending criminal offences? Yes [ ]  No [ ]

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions. Please provide details below of any convictions, which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

|  |
| --- |
|  |

**Assistance**

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:

|  |
| --- |
|  |

**Referees**

No approach will be made to **your present employer** before an offer of employment is made to you. Only after an offer has been made and you have accepted, shall we make contact with your present employer for a reference.

Please supply us with your current employer:

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact telephone number |  |
| Email |  |

We do however need at **least one reference** thatwe can contact **before** we can make an offer of employment.

Please supply below any references with whom **we can approach beforehand**:

|  |  |
| --- | --- |
| 1. Name, address and contact telephone/email | 2. Name, address and contact telephone/email |
|  |  |
| How is this person known to you:  | How is this person known to you:  |
|  |  |
| To confirm, may we contact this person **before** a job offer is made? | To confirm, may we contact this person **before** a job offer is made? |
| Yes [ ]  No [ ]  | Yes [ ]  No [ ]  |

**Working in the UK**

Are you free to remain and take up employment in the UK? Yes [ ]  No [ ]

**Dates for Interview**

Please tell us if there are any dates when you will not be available for interview

|  |
| --- |
|  |

**Declaration**

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signature ..............................................................................

Date ………………………………………