



Application for Employment:

**Please do not leave any question blank.
If necessary write 'N/A'.**

Application for the post of:

Preferred Employment Type: please tick relevant boxes

Full Time		Part Time		W/Ends only	
Nights		Bank			

Section 1: Your Personal Details:

Title:	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Other	<input type="checkbox"/>
Forename(s):										
Middle name(s):										
Surname:										
Address:										

Your Contact Details:

Home number	Mobile number	Date of Birth

National Ins Number:

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PIN Number:
(if applicable)

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Are you over 18 years of age? YES NO

Are you eligible to work in the UK? YES NO

Section 3: Employment History:

Please list all employment history within the last **5** years
 Please start with your **CURRENT SITUATION FIRST** and work backwards chronologically.

CURRENT:

Date from: Date to:

Was this position (please circle)? Full Time/Part Time

Employer	Job Title	Manager/ HR Contact
Telephone Number	Fax Number	Email Address
Address		Reason for leaving

PREVIOUS 1:

Date from: Date to:

Was this position (please circle)? Full Time/Part Time

Employer	Job Title	Manager/HR Contact
Telephone Number	Fax Number	Email Address
Address		Reason for leaving

PREVIOUS 2

Date from: Date to:

Was this position (please circle)? Full Time/Part Time

Employer	Job Title	Manager/HR Contact

Telephone Number	Fax Number	Email Address
Address		Reason for leaving

PREVIOUS 3

Date from:

DD	MM	YY
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 Date to:

DD	MM	YY
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Was this position (please circle)? Full Time/Part Time

Employer	Job Title	Manager/HR Contact
Telephone Number	Fax Number	Email Address
Address		Reason for leaving

To continue full 5 year employment history, please provide details on back page (additional information Section 7.)

How much notice are you required to give your current employer?
Please circle:

1wk	2wks
3wk	4wk

If not applicable provide date available to work /..../....

Are you currently under disciplinary investigation, or, have you been subject to a disciplinary matter in the last 2 years?

YES NO

Have you been dismissed from any previous employment?

YES NO

If you have answered 'Yes' to any of the above questions, please give more details below:

Section 4: Personal Referee:

Please give details of someone who would be happy to provide you with a personal reference

- This person must not be a relative

Full name and title:

Telephone number:

Address line 1:

Address line 2:

Town/city:

Postcode:

Section 5: Employer/s Reference:

Please give details of your most recent employer/s or if you do not wish us to contact them please provide details of another employer/s shown in Section 3:

(2 x employer references required preferably)

1.

Full name and title:

Telephone number:

Address line 1:

Address line 2:

Town/city:

Postcode:

2.

Full name and title:

Telephone number:

Address line 1:

Address line 2:

Town/city:

Postcode:

Section 6: Criminal Convictions and Criminal Record Check

Please note that because of the nature of the work for which you are applying this post is exempt from the provisions of 'The Rehabilitation of Offenders Act 1974 (Exemption Order 1975)'.

You are therefore not entitled to withhold any information about convictions and any information given will be kept in strictest confidence.

To enable us to complete the employment process we will need to have undertake a CRB/POVA check. Please ensure you answer the questions below:

Have you any criminal convictions?

YES

NO

Do you currently have any pending convictions?

YES

NO

If you have answered 'Yes' please provide further details in Section 7 (additional information)

Section 7: Additional Information

Section 8: Any further information to support your application (i.e. supporting evidence)

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN IS TRUE AND I UNDERSTAND THAT EMPLOYMENT WILL BE CONSIDERED SUBJECT TO THE PARTICULARS BEING CORRECT.

Full Name:

Signature:

Date: