

EMPLOYMENT APPLICATION FORM



Name _____

Address _____

Postcode _____

Tel: Home: _____ Mob: _____

What type of work are you looking for? Full-Time Part-Time

If Part-Time, when would you be available to work? Note: The more flexible you can be the better, so please indicate the hours you are available and willing to work by ticking as many boxes as possible.

	M	T	W	Th	F	S	S
Morning							
Afternoon							
Evening*							

Number of hours you are available to work each week: Minimum _____ Maximum _____

Have you ever been convicted of a criminal offence or currently have charges outstanding*
 Note: Convictions defined as 'spent' under the Rehabilitation of Offenders Act should not be mentioned?

Yes No If Yes, please provide details.

Do you require a work permit to work in the European Community?

Yes No If Yes, please provide details.

Do you consider yourself to have a disability?

Yes No

If 'Yes', please provide brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Equality Act. If selected for interview, do you require any assistance/adaptations to help you attend?

Education & Training

Most recent Educational Establishment	Dates		Subject	Level	Grade
	From	To			

Present / Most Recent Employment

Job title	Date commenced
Name & address of employer	Why do you wish to leave?
Brief description of role & responsibilities	
Rate of pay on commencement per hour £	Current/ most recent rate of pay per hour £
Length of service: years/ months	Number of weeks notice required

Previous Employers

Dates (from-to)	Employer	Position held	Reason for leaving

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Why should we employ you?

Please give details of any relevant skills, knowledge, abilities, & experience and state your reasons for applying to work for us together with any other information that may assist your application (continue on a separate sheet if necessary):

Referees

Name	Name
Address	Address
Tel no.	Tel no.
Relationship & time known	Relationship & time known

Declaration

I confirm that the information given is, to the best of my knowledge, complete and accurate and I understand that if any statement is subsequently found to be false or misleading my employment may be terminated. I authorise you to take up references and acknowledge that any offer of employment is subject to satisfactory references and documentary evidence of the right to work in the UK.

We reserve the right to request a basic Criminal Records Bureau check, if deemed necessary for the post.

I consent to you keeping my details on file for 6 months for the purposes of recruitment, should a suitable position arise in that time.

Signed: _____

Date: _____

Equal Opportunities Statement

We are committed to providing equal opportunities in employment irrespective of a person's sex, colour, race, nationality, ethnic or national origin, sexual orientation, religion or belief, marital status, disability or age.