

Confidential Employment Application Form

Please complete as fully as possible

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|--------------------------------|---------|
| Application for employment as: | |
| Surname: | Title: |
| Forenames: | |
| Address: | |
| Telephone Numbers: Home: | Mobile: |

Most Recent Employment

| | | |
|------------------------------|-----|----------------|
| Employer's name: | | |
| Address: | | |
| From: | To: | Notice Period: |
| Job Title: | | |
| Salary/Hourly Rate/Benefits: | | |
| Reason for leaving: | | |

Please give a brief description of your main duties and responsibilities:

Previous Employment

Please tell us about other jobs you have done and about the skills you used or learned in those jobs:

Skills, Abilities and Experience

Please tell us about any skills, abilities and experience you consider to be relevant to this position taking care to relate to the person specification provided for this post:

Education Including Professional Qualifications

| Secondary School/College/University | From | To | Qualifications achieved |
|-------------------------------------|------|----|-------------------------|
| | | | |

Practical Training

Please list any training courses you have attended, especially courses relevant to the job for which you have applied:

Health

| | |
|--|---------|
| Is there anything about your medical history or state of health that is relevant to this application? | Yes/No* |
| If yes, please give details. This information will be treated as confidential and will not necessarily preclude from employment. | |
| How many days sickness have you had in the last 2 years? | |

References

Please give the name and address of two referees, one of whom should be your present or most recent employer. If you have not been employed please provide the name of someone who can comment on your suitability for this position. Referees should not normally be relatives or friends. If this does not cover a three year unbroken period, please supply further details of referees on a separate piece of paper.

We will only take up references once an offer has been made and accepted.

| Reference 1 (current or previous employer) | Reference 2 |
|--|----------------------|
| Name: | Name: |
| Address: | Address: |
| Relationship: | Relationship: |

Declaration

In accordance with the Data Protection Act 1998 as part of this application you give us permission to collect, retain and process information about you.

I declare that to my knowledge, the information on this application is correct. I accept that providing deliberately false information could result in my dismissal.

| | |
|---------|-------|
| Signed: | Date: |
|---------|-------|