



Application for Employment

Return this form to:

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Position Applied for:

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Personal Details:

Surname:	Forename:	Title:
Address:		
Date of Birth:	Telephone No:	
NI No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Mobile No:	

Are there any restrictions on you taking up employment in the UK? Yes No (if yes, provide details)

Education History

Schools:	Qualifications Gained:
Universities:	Qualifications Gained:
Other Training:	



PRIVATE AND CONFIDENTIAL

Other Employment:

Please note any other employment you would continue with if you were to be successful in obtaining this position.

Employment History (please complete in full and use a separate sheet if necessary)

From - To	Name & Address of Employer	Job Title and Duties	Start/Finish Salary	Reason for Leaving

Notice required in current post:



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References:

Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references:

1:

2:

Leisure

Please note here your leisure interest, sports and hobbies, other pastimes etc.

Criminal Record

Please not any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Disclosure Scotland.

General Comments

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to the post.



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Declaration (please read this carefully before signing the application)

1. I can 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 contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdraw or employment terminated.

Signed:

Date:

