

**Please complete this application form in ink and then return it to the HR Manager**

**PRIORITY**  
DESIGN • PRINT • MAIL

Post applied for: \_\_\_\_\_

**Personal Information**

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Title (Mr, Mrs, Miss, Ms, Other, etc.): \_\_\_\_\_

Previous names (if any): \_\_\_\_\_

Current address: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Mobile telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth (if at school or college and under 18 years) \_\_\_\_\_

Do you have the right to take up employment in the UK and, if necessary a Work Permit?  **Yes**  **No**

**Education and Qualifications** From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications Gained
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you have any other training, qualifications or skills relevant to the post? \_\_\_\_\_

**Employment History** Please give details of your last three jobs, beginning with your present or most recent

From	To	Name and address of employer	Job title, description of duties and duties and reason for leaving
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

**Other Information**

Do you consider yourself to have a disability?  **Yes**  **No**

If you are disabled, please tell us if there are any special arrangements you would require to attend interview and any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.

Do you hold a full driving licence?  **Yes**  **No** If yes, do you have any current endorsements?

What form of transport would you normally use to travel to work?

Have you made a previous application to the Company? If so, when was this and what was the outcome?

What term of work interests you?  Full time  Part time  Casual  Gap Year

What rate of pay do you expect? £                      per hour    £                      per annum

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.

How many weeks' or months' notice do you have to give to your current employer?

Dates you are not available for interview:

What are your leisure interests?

**Referees**

Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.

**First Referee**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Second Referee**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

May we approach this employer for a reference?  **Yes**  **No**

If not please state why:

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

If unsuccessful in this application we may want to hold your personal information for a maximum of 12 months for future positions.

**Please tick this box to allow us to do so**