



APPLICATION FOR EMPLOYMENT

Date: Please complete all sections of this form which apply to you.

PERSONAL INFORMATION

Title: Mr / Mrs/ Miss / Ms First Name(s):

Surname: N.I. No:

Home Address:

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Home Telephone No: Mobile Tel. No.....

Email address:

TRANSPORTATION

Do you hold a current driving licence? Full Provisional Other No

Please give details of any endorsements:

Do you have your own transport? YES NO

HISTORY

Have you ever been convicted of any criminal offences YES NO

If yes please give details

(Under the Provisions of The Rehabilitation of Offenders Act 1974 you are not required to declare or give details of any spent convictions)

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Have you ever been dismissed from Employment? YES NO

If yes please give details

.....

POSITION APPLIED FOR

Title of Position applied for:

How did you hear about this vacancy?

Are you seeking full or part-time employment?

Are you willing to work Sundays & Bank Holidays? YES NO

Are there any special arrangements we need to make to facilitate your attendance at any interview?

All information will be treated in the strictest confidence.

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REASONS FOR THIS APPLICATION

(Please explain why this job interests you & what particular knowledge, skills, experience & qualities you possess which are relevant to the job you are applying for & which could assist your application.)

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INTERESTS & HOBBIES

(Please give some indication of how you like to occupy your spare time.)

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DAYS OF WORK

(We trade seven days a week. Please indicate the days/times that you are available.)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
A.M.								
P.M.								
Full Day								

SALARY EXPECTATIONS:

EMPLOYMENT HISTORY

(Starting with your most recent job, please provide your employment history, including any periods of voluntary work.)

Employer's Name & Type of Business	Dates of Employment (From – To)	Position Held & Responsibilities	Reason for Leaving

EDUCATION AND QUALIFICATIONS

(Please attach an additional sheet if required.)

Dates	School / College / University	Subject & Qualifications Achieved

OTHER QUALIFICATIONS

(Please list any relevant work experience or training courses.)

Dates	Qualification of Programme	Relevance

ASYLUM & IMMIGRATION ACT 1996

Under the Asylum and Immigration Act 1996 we can offer you a job if you have the right to live and work in the UK. All applicants will therefore be requested to produce the appropriate documentation at an interview for work.

Are you legally entitled to live and work in the UK, and are you able to produce documentation?

YES

NO

Do you require a Work Permit?

YES

NO

If "YES", please give details:.....

REFERENCES

Please give the name and address of at least two people (not relatives) who have agreed to act as referee. At least one of the referees should be a current or recent employer, or a school or college tutor.

Reference 1 – May we contact this reference before the interview? YES NO

Name:	Address:
Company / Organisation:
.....	Email:
Position:	Telephone Number:

Reference 2 – May we contact this reference before the interview? YES NO

Name:	Address:
Company / Organisation:
.....	Email:
Position:	Telephone Number:

Reference 3 – May we contact this reference before the interview? YES NO

Name:	Address:
Company / Organisation:
.....	Email:
Position:	Telephone Number:

DECLARATION

I confirm that the information given on this form is correct to the best of my knowledge.

I understand that information from this form may be computerised for personnel/employee administration purposes in accordance with the Data Protection Act 1988 (including future amendments).

In addition, in accordance with the Act, I know that this information may also be used for the prevention and detection of fraud and crime.

I am aware that if any person appointed to the company, who has provided false information, is liable to dismissal without notice.

Signed: Date: