



APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Position applied for

How did you hear of this vacancy? (include date) _____

A. PERSONAL PARTICULARS

Full Name:	
Address:	Telephone Number: (Including STD Code) Home: Business: e-mail:
Date of Birth:	N.I. Number:

B. EDUCATION AND QUALIFICATIONS

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade
	From	To		

C. EMPLOYMENT HISTORY Please detail your previous employment beginning with your present or last employer and work backwards. Continue on blank sheet if necessary.

Name(s) and Address(es) of Employer	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From	To			

D. SUPPLEMENTARY INFORMATION

Are you in good health?	Yes/No	If no, give details:
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Have you ever been convicted of a criminal offence? (which is not a spent conviction under The Rehabilitation of Offenders Legislation)	Yes/No
If Yes, please give information:	

Do you have a current full driving licence? (Please list any current endorsements)	Yes/No
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Are you willing to work overtime and weekends when required?	Yes/No
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Can we approach your present/most recent employer for a reference?	Yes/No
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DECLARATION OF APPLICANT	
I confirm that the above information is correct.	
I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.	
Signed	Date

FOR OFFICE USE ONLY	INTERVIEW RECORD
Interviewed by:	Date:
Interviewer's report:	

APPOINTMENT RECORD (To be completed where there has been an offer of employment)	
CONDITIONAL OFFER LETTER: Date sent: Response:	REQUESTS FOR REFERENCES: Date sent: Response:
OTHER CONDITIONS: Further proof of N.I. number or right to work requested:	