



Application for Employment

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment only.

Where this application is successful the organisation may wish to process this information for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998.

Personal Details

Title: _____ **Surname:** _____

Forenames: _____

Address: _____

_____ **Postcode:** _____

Telephone number/s: _____

Email address: _____

Employment Requirements

Position applied for: _____

Hourly rate/ salary expected: _____ **When would you be able to start?** _____

Do you require full or part time work? _____

Please circle the types of licences you hold: Full car Provisional car Fork lift HGV

Do you have any points on your licence/s? Yes / No **If yes, how many?** _____

Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended)).

Employment History

Place of Work (please start with the most recent)	Job Title	Main Duties	Start & Finish Dates	Reason for Leaving	Hourly Rate/ Salary (£)

NB. References will not be taken up without your permission

Education, Qualifications & Training

Schools/ Colleges/ Universities/ Training Courses Attended (please start with the most recent)	Dates from & to:	Qualifications & Grades Achieved

Additional Information

Please tell us about your hobbies and interests: _____

Please provide any additional information which you think is relevant and will help your application:

Do you have any criminal convictions: Yes / No

If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 (as amended)):

Declaration: I declare to the best of my knowledge and belief, all particulars I have given in this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions (if this is required for the role), a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

Signature: _____ **Date:** _____

Print name: _____

Data protection statement: The information that you provide on this form will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Information Commissioner.