

Appendix 7: EMPLOYMENT APPLICATION FORM - STRICTLY CONFIDENTIAL

Please complete and return this form by post to:

PUT IN YOUR NAME HERE
PUT IN YOUR ADDRESS HERE

or: email to:
fax

PUT IN YOUR EMAIL HERE
PUT IN YOUR FAX NO HERE

APPLICATION FOR THE POST OF:

Please complete this form in **black ink** or **typeface** only

SECTION ONE - PERSONAL DETAILS

Surname: _____

Forenames: _____

Address: _____

_____ Post Code: _____

Telephone No: (Home) _____ (Daytime) _____

Date of Birth: _____

Do you consider you have a disability that is relevant to your application? Yes No
(This is to allow us to consider reasonable adjustments during the recruitment process and in relation to the job itself - please give details on separate sheet)

Are there any restrictions on your taking up employment in the UK? Yes No

If yes, give details : _____

How many days sickness absence in the last year? _____

Do you hold a current driving licence? Yes No

SECTION TWO – EMPLOYMENT HISTORY

PRESENT EMPLOYER

Name and address of employer: _____

Post held: _____

Grade: _____ Salary: _____

Date appointed: _____ Notice Required: _____

SECTION THREE – EDUCATION AND QUALIFICATIONS

Dates From To	School/College/University Other Establishments	Full/Part-time	Courses taken and examinations passed

(Continue on additional sheet if necessary)

SECTION FOUR - EMPLOYMENT REFERENCES

Please provide the names of two referees - **one must be your present or most recent employer.** (School or college leavers, who have not previously worked, may give school/college lecturers as referees.) Both referees must know you in a professional capacity, paid or unpaid, and must be able to comment on your abilities in relation to the person specification for the post applied for . Referees **must not** be personal friends, or family members.

	1	2
Name		
Organisation		
Position		
Address		
Can reference be taken up immediately	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Capacity in which referee is known to you		

