**JOB APPLICATION FORM / CONFIDENTIAL PERSONAL RECORD**

|  |  |
| --- | --- |
| TITLE OF POST APPLIED FOR |  |

**Please write clearly in BLOCK CAPITALS or type**

1. **PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title (Mr, Mrs etc) | | Surname | | |  | | | | | | | First Name (s) | | | |  |
| Former Surname(s)  If applicable | |  | | | | | | | National Insurance No. | | | | |  | | |
| Address |  | | | | | | | | | | Tel No.  (home) | |  | | | |
| Town |  | | | | | | | | | | Tel No.  (mobile) | |  | | | |
| Postcode |  | | | | | | Email Address | | | |  | | | | | |
| Marital  Status |  | | | | | | | | | | | | | | | |
| Next of Kin |  | | | | | | | | Relationship | | |  | | | | |
| Address |  | | | | | | | | Contact No. | | |  | | | | |
| Town & Postcode |  | | | | | | Email Address | | |  | | | | | | |
| Dependents / Ages | | | ❒ Yes ❒ No | | | | | Do you smoke? | | | | | | | ❒ Yes ❒ No | |
| Have you any allergies? | | | ❒ Yes ❒ No | | | | | If ‘yes’ please give brief details | | | | | | |  | |
| Have you any physical disabilities? | | | ❒ Yes ❒ No | | | | | If ‘yes’ please give brief details | | | | | | |  | |
| Are you registered disabled? | | | ❒ Yes ❒ No | | | | | Do you consider yourself to be physically capable of carrying out the duties for this position? | | | | | | | ❒ Yes ❒ No | |
| Details of illnesses and medical history in the last 5 years | | |  | | | | | | | | | | | | | |
| Candidates may be requested to undertake a medical examination prior to consideration for employment | | | | | | | | | | | | | | | | |
| Nationality |  | | | | | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | | | | | | | | | |
| Do you need a work permit to be employed in the UK? | | | | ❒ Yes  ❒ No | | If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post.) | | | | | | | | | | |

1. **EDUCATION AND PROFESSIONAL QUALIFICATIONS**

(Original documents as proof of qualification will be required at interview)

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| --- | --- | --- | --- |
| Secondary School / College / University | Dates - From - To | Examinations Taken | Result |
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|  |  |  |  |

Professional Qualifications currently held, how obtained, grade and date

|  |
| --- |
|  |

Other relevant Educational or Training courses, with dates

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employers | Position Held and Duties | Dates From – To | Reason for Leaving | Final Salary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. EMPLOYMENT HISTORY**

**4. OTHER INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a current driving licence? | ❒ Yes ❒ No | Do you have access to a car? | ❒ Yes ❒ No |
| Visit [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) to create a licence ‘check code’ for validation | | | ❒ Yes ❒ No |
| What activities outside work interest you? | | | |

**Disabilities**

|  |  |
| --- | --- |
| If selected for interview, do you require any special arrangements to be made on account of a disability? | ❒ Yes ❒ No |
| If ‘yes’ please give brief details of the effects of your disability on your day-to-day activities and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010: | |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a criminal offence? | | ❒ Yes ❒ No |
| If ‘yes’, please give details |  | |
| Have you any convictions that are not spent under Rehabilitation of Offenders Act? | | ❒ Yes ❒ No |
| If ‘yes’, please give details |  | |
| **Please note:** The Disclosure & Baring Service check will validate the above statement | | |

**5. REFERENCES**

**Referee 1 Referee 2**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title (Mr, Mrs etc) | |  | | Title (Mr, Mrs etc) | |  | |
| Full Name | |  | | Full Name | |  | |
| Job title | |  | | Job Title | |  | |
| Organisation | |  | | Organisation | |  | |
| Address | |  | | Address | |  | |
| Town & Postcode | |  | | Town & Postcode | |  | |
| Tel No. |  | | | Tel No. |  | | |
| E-mail address |  | | | E-mail address |  | | |
| Please state if we may obtain this reference prior to interview | | | ❒ Yes ❒ No | Please state if we may obtain this reference prior to interview | | | ❒ Yes ❒ No |

**6. DECLARATION**

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Print Name |  | | |

The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.

**FOR OFFICE USE ONLY**

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