# **Confidential Application for Employment**

## **Section 1 – Personal Details**

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| Forename(s):      | Surname:      |
| Address:     Post Code:      | Telephone: Day:       Mobile:       Evening:        |
| National Insurance No:      | Date of Birth:      |
| Email Address:      | Gender:       |

**Section 2 – Employment Details**

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| Position Applied For:       |
| Please Specify your desired working pattern.      |
| What date would you be available to start work?      |
| Reasons for leaving current employment.      |

**Section 3 – Health**

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| Are you in good general health? If No, please state medical condition. Yes [ ]  No [ ]        |
| Have you visited your doctors in the last 2 years? If Yes, please give details. Yes [ ]  No [ ]        |
| Are you receiving any medical treatment? If yes, please state what? Yes [ ]  No [ ]        |
| Do you have any form of disability? If Yes, please give details of how we can help you Yes [ ]  No [ ]  overcome these limitations.        |
| Please list any absence from work in the past 12 months and state the reasons for them.      |

**Section 4 – General Information**

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|  Do you hold a current Driving Licence?  Yes [ ]  No [ ]   |
| If Yes, do you have any Endorsements? Yes [ ]  No [ ]   |
| If Yes, please give details.      |
| **Declaration of Criminal Offence.**Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?  Yes [ ]  No [ ] Nature of Offence     Date of Offence:      Signed:        |
| Are you a UK or European Union National?  Yes [ ]  No [ ]   |
| If you are not please attach the relevant documentation stating your eligibility for employment in the U.K.      |

 **Section 5 – Hobbies and Interests**

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| Please give details of hobbies and interests:      |

**Section 6 – Education**

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| School/College/University | Date | Qualifications (Subjects and Results) |
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| Please state any skills you have, or courses you have attended relevant to the position you have applied for:      |
| Do you speak or read a foreign language? *(Please give details):* |

**Section 7 – Work History** Voluntary, Unpaid, etc *(Starting with most recent)*

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| Name & Address of Employer:     Telephone:     Email:       |
| Starting/Leaving Dates:      |
| Rate of Pay:      |
| Job Title:      |
| Name of Supervisor/Manager:      |
| Details of Duties/Responsibilities:      |
| Reason for Leaving:       |
| Name & Address of Employer:     Telephone:     Email:       |
| Starting/Leaving Dates:      |
| Rate of Pay:      |
| Job Title:      |
| Name of Supervisor/Manager:      |
| Details of Duties/Responsibilities:      |
| Reason for Leaving:      |

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| Name & Address of Employer:     Telephone:     Email:       |
| Starting/Leaving Dates:      |
| Rate of Pay:      |
| Job Title:      |
| Name of Supervisor/Manager:      |
| Details of Duties/Responsibilities:      |
| Reason for Leaving:       |
| Name & Address of Employer:     Telephone:     Email:       |
| Starting/Leaving Dates:      |
| Rate of Pay:      |
| Job Title:      |
| Name of Supervisor/Manager:      |
| Details of Duties/Responsibilities:      |
| Reason for Leaving:      |

*If required, you may add additional information using A4 white paper.*

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| Please state any reason for any gap in Employment      |
| Have you ever worked for this Company before?  Yes [ ]  No [ ]   |
| If yes, please give details including dates.      |

**Section 8 – References**

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| Please give the details of two people to whom we may contact for references, one of which should be a character reference and the other should preferably be your last or current employer. If you do not want us to contact your current employer unless we offer you the position, please tick the box. In which case a previous employer would be acceptable. [ ]  |
| **Employer Reference**  | **Character Reference** |
| Name:      | Name:      |
| Name of Company:      | Relationship to you:      |
| Their position in Company:      | Length of time known:      |
| Address:      | Address:      |
| Telephone Number:      | Telephone Number:      |
| Email Address:       | Email Address:      |

**Declaration**

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| It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer’s service if I am employed.I give the employer the right to investigate all of the references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information. Applicant’s Signature       Date       /       /      |