

# APPLICATION FOR EMPLOYMENT

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Telephone: 01425 658 284



Position applied for:

Where did you hear about this position?

## Personal Details:

Surname:

Forename(s):

Address:

Telephone Number:

Email Address:

Do you have a full driving licence?      Yes      No

How will you get to work?

Do you have the right to work in the UK?      Yes      No

Do you smoke or use any alternatives?      Yes      No

## Education and Qualifications, Schools/Colleges/Universities attended:

Name of school/college/university

Qualifications Gained

Other training, qualifications and skills relevant to the position

**Experience and personal skills:** Please use this space to say why you are interested in the position and any other information that may assist your application (If printing this form attach a continuation sheet if necessary)

## References:

Please give details of two referees, one should be your most recent employer, or teacher. We require satisfactory references before employment and will not be taken up before interview without prior permission.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ May we contact before interview?      Yes      No

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ May we contact before interview?      Yes      No

## Data Protection Act 1988:

Your signature gives the Company the right, under the Data Protection Act 1998, to process the information you have given, for processes relating to your application. Application forms of unsuccessful candidates will be destroyed immediately.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Criminal Records Disclosure:

Have you ever been convicted of an offence that is not "spent" under the Rehabilitation of Offenders Act 1974? Do you have any prosecutions pending against you?      Yes      No      If YES, please provide details in a separate sealed envelope.

I certify that the information given on this form is correct to the best of my knowledge. I understand that I may be liable to disciplinary action, including dismissal, if the information is found to be false.

I give authorisation for approaches to be made to former employers, educational establishments, government agencies and personal referees for verification of the information above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_