

Employment application form

Application for employment as

Surname
(Block letters)

Other names

Address

Date of birth

.....

Tel (home)

.....

Tel (work)

Education and Training

Name of school, college etc attended	Dates	Examinations passed and qualifications obtained
Schools (after age 11)		
Further education (university, college, academic or vocational, evening classes etc)		
Professional or other training		

Employment History

Please start with your present or most recent employment and work backwards

Date From	To	Name of employer and nature of business	Position held and brief details of duties	Reason for leaving	Current or leaving pay/salary

When could you start work with us?

Additional Information

Please add here any additional information you wish in support of your application including any skills and experience you have acquired through interests outside the working environment.

.....

.....

.....

.....

Have you ever been convicted of a criminal offence? YES/NO

(declaration subject to the Rehabilitation of Offenders Act 1974)

Do you have any disabilities that might affect your application? YES/NO

Please tell us if:

- a. there are any reasonable adjustments we can make to assist you in your application
- b. there are any reasonable adjustments we can make to the job itself to help you carry it out

.....

.....

References

Please give the names and addresses of two persons as referees, other than your present employer or relatives who we can approach now for references.

No approach will be made to your present or previous employers before an offer of employment is made.

1

2

I confirm that to the best of my knowledge the above information is correct.

Signature

Date