

## APPLICATION FOR EMPLOYMENT

### SECTION 1:

### PERSONAL DETAILS

SURNAME: \_\_\_\_\_

FORENAMES: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

NI NUMBER: \_\_\_\_\_

TELEPHONE NO: (HOME) \_\_\_\_\_ (MOBILE) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

### SECTION 2:

### POSITION APPLIED FOR

JOB TITLE / REFERENCE: \_\_\_\_\_

WHERE ADVERTISED: \_\_\_\_\_

### SECTION 3:

### EMPLOYMENT DETAILS

PRESENT OR LAST EMPLOYER: \_\_\_\_\_

NAME & ADDRESS OF EMPLOYER: \_\_\_\_\_

POST CODE: \_\_\_\_\_

POST HELD: \_\_\_\_\_

DATES: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

PREVIOUS EMPLOYERS: (MOST RECENT FIRST) *Please continue on separate sheet if necessary or attach CV.*

NAME & ADDRESS OF EMPLOYER	POST HELD	DATES	
		FROM	TO

**SECTION 4:****REFERENCES**

Please provide names and addresses of two referees, one of whom should preferably be your present or previous employer (if any).

REFERENCE A:

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REFERENCE B:

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**SECTION 5:****EQUAL OPPORTUNITIES MONITORING**

To ensure that there is genuine equality of opportunity in employment the company is collecting the following information which will be used solely for the purpose of equal opportunities monitoring in employment. Completion of this section is voluntary but would be greatly appreciated.

1. **Gender:** Male / Female *(Delete as appropriate)*

2. **Are you a disabled person?** YES / NO *(Delete as appropriate)*

**My disabled person state registration no:** \_\_\_\_\_

3. **I would describe my ethnic origin as *(please tick)*:**

WHITE U.K.

AFRO CARIBBEAN

WHITE OTHER

PAKISTANI /  
BANGLADESHI

INDIAN

OTHER (Please specify)

4. **Were you born in the United Kingdom?** YES / NO *(Delete as appropriate)*

5. **If no, please give details** \_\_\_\_\_

**SECTION 6:****CRIMINAL CONVICTIONS**

Please list any spent or live convictions and dates. Failure to provide a full and accurate disclosure will result in the rejection of your application. Should an employment offer be made to you and we subsequently find that false or misleading information has been supplied your employment will be terminated.

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I confirm that to the best of my knowledge the information on this form is accurate and that I have not omitted any facts which may have any bearing on my application for employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_