

Application for Employment

Please complete all sections. Part B only will be used for shortlisting purposes.

PART A

Post applied for:

PERSONAL DETAILS

Title:

Surname:

First name:

Other name(s):

National Insurance number

Are there any restrictions on your taking up employment in the UK?

Yes

No

If your answer here is yes, please give details.

Address

Daytime phone number:

Evening phone number:

Email address:

Mobile number:

Please indicate where you saw this role advertised

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Do you have any unspent convictions or cautions in respect of any offence?

Yes

No

If your answer is yes, please give details.

PART B

EMPLOYMENT DETAILS

Starting with your present appointment, please state in reverse chronological order what you have done in the course of your career. Continue on a separate sheet if necessary.

Dates		Name & address of employer	Position & salary	Brief description of responsibilities	Reasons for leaving
From	To				

Please note any other employment you would continue with if you were to be successful in obtaining this position.

EDUCATION & TRAINING DETAILS

Please list secondary schools and places of further education with dates, results, and professional qualifications.

INFORMATION IN SUPPORT OF YOUR APPLICATION

Describe your present or most recent appointment in terms of your responsibilities and relationships. Continue on a separate sheet if necessary.

Please state what attracts you about this job and why you feel you are suitable for it. Continue on a separate sheet if necessary.

Please state any other information which you think is relevant to this position. Continue on a separate sheet if necessary.

Please give details of any voluntary work, leisure interests or hobbies of relevance to this application. Continue on a separate sheet if necessary.

REFERENCES

Present employer	May we approach for a reference now?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name			
Address			
Occupation			
What notice are you required to give in your current post?			

Please give names of two people from whom we may seek references. Please obtain their permission.

Name	Name
Address	Address
Phone Number	Phone Number
E-mail address	E-mail address
Occupation	Occupation

DECLARATION – Please read this carefully before signing this application

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Signed.....

Date.....

Please return your completed application form to:

**Michael Price
The Coach House
Church Path
Ipplepen
Newton Abbot
TQ12 5RZ**

or email to: michael_price@lineone.net