



# Application for Employment

**Private & Confidential**

**Return this form to**

**Ref No**

**Position applied for:**

**Title:**

**Forename(s):**

**Surname:**

**Address:**

**Postcode:**

**N.I. Number:**

**Tel. (Home):**

**Tel.(Mobile)**

**Email:**

**Current Driving Licence**

**Yes**

**No**

**Please Circle**

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

**Yes**

**No**

**Please Circle**

**If yes please provide details**

## **Education**

**School/Colleges/ University**

**Qualifications Gained**

**Employment History - Please complete in full and use a separate sheet if necessary**

<b>Dates (To &amp; From)</b>	<b>Name of Business</b>
<b>Job Title</b>	
<b>Rate of Pay</b>	
<b>Duties</b>	
<b>Reason for leaving:</b>	
<b>Notice Required:</b>	

<b>Dates (To &amp; From)</b>	<b>Name of Business</b>
<b>Job Title</b>	
<b>Rate of Pay</b>	
<b>Duties</b>	
<b>Reason for leaving:</b>	
<b>Notice Required:</b>	

<b>Dates (To &amp; From)</b>	<b>Name of Business</b>
<b>Job Title</b>	
<b>Rate of Pay</b>	
<b>Duties</b>	
<b>Reason for leaving:</b>	
<b>Notice Required:</b>	

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**Current membership of professional bodies (ie CIPD, NMC)**

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**Other Employment**

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

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**Leisure**

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Please note here your interests, sports and hobbies, other pastimes etc.

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**References**

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Please note here the names and addresses of two persons from whom we may obtain both character and work experience references:

Name 1:

Name 1:

Position:

Position:

Address:

Address:

Postcode:

Postcode:

Telephone:

Telephone:

Email:

Email:

May we approach the above prior to interview

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Yes

No

Yes

No

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**General Comments**

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Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experience meet the requirement of this role (as summarised in the person specification)

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**Criminal Record**

Please note any criminal convictions except those “spent” under the Rehabilitation of Offenders (Northern Ireland) Order 1978. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory disclosure of criminal records

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**Declaration (Please read this carefully before signing this application)**

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1. I can 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.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply for a disclosure of criminal records. I understand that if I fail to do so, or should the disclosure not to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

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