

# EMPLOYMENT APPLICATION FORM

*Strictly Confidential*



Please complete in BLOCK CAPITALS

<b>POSITION APPLIED FOR</b>	
-----------------------------	--

## PERSONAL INFORMATION

<b>TITLE</b>	Mr / Miss / Mrs / Ms (delete as appropriate)
<b>SURNAME</b>	
<b>FIRST NAME(S)</b>	
<b>ADDRESS</b>	
<b>POSTCODE</b>	
<b>E-MAIL ADDRESS</b>	
<b>DAYTIME TELEPHONE NUMBER</b>	
<b>EVENING TELEPHONE NUMBER</b>	
<b>DATE OF BIRTH</b>	
<b>GENDER</b>	
<b>ARE YOU ELIGIBLE TO WORK IN THE UK?</b> *If No please explain	Yes / No* (delete as appropriate)
<b>DO YOU HAVE A VALID UK DRIVING LICENCE?</b>	Yes / No* (delete as appropriate)
<b>DO YOU OWN YOUR OWN CAR?</b>	Yes / No* (delete as appropriate)

## EDUCATION (from age 11) & FURTHER EDUCATION

<b>EDUCATION ESTABLISHMENT</b>	<b>QUALIFICATIONS GAINED / EXAMINATION RESULTS</b>

**ADDITIONAL QUALIFICATIONS & WORK RELATED TRAINING**

(Including membership of professional bodies)

<b>TRAINING / PROFESSIONAL BODY</b>	<b>QUALIFICATIONS GAINED</b>

**EMPLOYMENT HISTORY**

	<b>CURRENT/ LAST EMPLOYER</b>	<b>PREVIOUS EMPLOYER</b>	<b>PREVIOUS EMPLOYER</b>
<b>DATES TO / FROM</b>			
<b>NAME &amp; ADDRESS OF EMPLOYER</b>			
<b>POSTION HELD</b>			
<b>SALARY</b>			
<b>REASON FOR LEAVING</b>			

**ADDITIONAL INFORMATION**

**DESCRIBE ANY SPECIAL SKILLS AND / OR EXPERIENCE THAT WOULD MAKE YOU PARTICULARLY SUITABLE FOR THIS POSITION**

**WHAT HAS BEEN THE BIGGEST CHALLENGE YOU HAVE FACED IN YOUR WORK LIFE AND HOW DID YOU DEAL WITH IT?**

**GENERAL INFORMATION**

<b>RECREATIONAL INTERESTS</b>

**MEDICAL INFORMATION**

<b>HAVE YOU SUFFERED ANY SERIOUS ILLNESS OR ACCIDENT IN THE LAST 5 YEARS?</b> * If yes, please give details	Yes* / No (delete as appropriate)
(continue on a separate sheet if necessary)	

<b>HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?</b> If yes, please give details.	Yes* / No (delete as appropriate)
(Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)	

**SPIRITUAL HISTORY**

Please give a brief account of your spiritual history. Do you currently volunteer at Church? If so, in which area?

--

**REFERENCES**

Please give the names of two referees:

1. From your present employer who will not be contacted without your permission.
2. From a previous employer whom we can contact.

If you are a school / college leaver, please give the names and addresses of two people who are able to supply a character reference and who are not relatives.

	<b>REFERENCE 1</b>	<b>REFERENCE 2</b>
<b>CONTACT NAME</b>		
<b>POSITION HELD</b>		
<b>COMPANY</b>		
<b>ADDRESS</b>		
<b>POSTCODE</b>		

<b>If successful in your application &amp; interview what date would you be available to start work?</b>	
--	--

**I confirm that the above information is correct and understand that any false details given may result in my dismissal.**

**Signature:** .....

**Date:** .....