

## APPLICATION FOR EMPLOYMENT

|                      |
|----------------------|
| Position Applied For |
|----------------------|

### Personal Details

|               |         |                |
|---------------|---------|----------------|
| Forenames     | Surname | Title          |
| Address       |         | Home Telephone |
| Post Code     |         | Mobile         |
| Email Address |         |                |

### Current/Most Recent Employer

|   |                               |                    |     |
|---|-------------------------------|--------------------|-----|
| Employer                                      |                               |                    |     |
| Position Held, Main Duties & Responsibilities |                               |                    |     |
| Date Appointed                                | Date of Leaving if applicable | Reason for Leaving | Pay |

**Previous Employment** (Please list all employment for at least 10 years listing most recent first, or more if possible. Please explain any gaps and continue on a separate sheet if necessary.)

| Employer's Name/Address | From | To | Position Held/Main Duties | Reason for Leaving | Pay |
|-------------------------|------|----|---------------------------|--------------------|-----|
|                         |      |    |                           |                    |     |
|                         |      |    |                           |                    |     |
|                         |      |    |                           |                    |     |
|                         |      |    |                           |                    |     |

**Education** (General, further and higher from age 11)  
 Proof of qualifications may be required at interview or upon appointment

| Examinations Taken | Passed & Grade |
|--------------------|----------------|
|                    |                |

**Any craft or other training**

| Course/Certificate Title or Summary of Content |
|--|
|  |

## Reasons for Applying

Please tell us why you have applied for this position

Please give examples of things you have done that make you suited to this position

## Supplementary Information

|  |        |                       |
|--|--------|-----------------------|
| Have you ever applied to work at our Company before?   |        | Yes/No                |
| <b>Other Employment</b><br>If you are successful in this application for employment would this be your only job? | Yes/No | If no, please specify |
| <b>Hobbies &amp; Interests</b><br>Please list any that you feel are relevant to your application                 |        |                       |

**Reference** (Where possible both references should be previous employers. We do not consider references from personal friends or family.)

|  |  |
|--|--|
| <b>Name</b>  | <b>Name</b>  |
| <b>Position</b>  | <b>Position</b>  |
| <b>Organisation</b>  | <b>Organisation</b>  |
| <b>Address</b>   | <b>Address</b>   |
| <b>Tel. No.</b>  | <b>Tel. No.</b>  |
| <b>Email:</b>  | <b>Email:</b>  |
| What is your connection with this referee?                 | What is your connection with this referee?                 |
| May we contact them without further reference to yourself? | May we contact them without further reference to yourself? |

**Declaration**

I certify that to the best of my knowledge the statements in this application are accurate. I understand that should my application be successful and it is discovered subsequently that any information is false it may lead to termination.

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

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

|                                      |
|--------------------------------------|
| <p><u><i>Office Use Only</i></u></p> |
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