

Application for Employment

Using a standard application form during a recruitment process will ensure that all necessary information is received from each applicant at the start of the process, helping to prevent any unnecessary delays.

The form has space for the employee to provide details on their education and full employment history, including their job title, duties and reason for leaving.

The form also asks the employee to provide details of two referees and to confirm whether they consent to the referees being approached before interview

Return this form to:	
Reference Number:	
Reference Number:	

Personal Details	
Name	Title:
	Name Forename(s):
	Surname:
Contact Information	Address:
	Post Code:
	Email:
	Tel No. (Home):
	Tel No. (Mobile)
	N.I Number:

Driving Licence	
	Yes: No:
	Groups:
	Expiry Date:
	Details of Endorsement:

Are there any restrictions on you taking up Employment in the UK?	
	Yes: No:
	If Yes, Please Provide Details:

Educations	
Schools/College/University Name	Qualification Gained

Employment History (please complete in full and use a separate sheet if necessary)

Last/Current Employment	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:
	Notice Period:
Previous Employment #2	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:

Previous Employment #3	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:

Current Membership of Professional bodies (i.e. CIPD, NMC)

Please note any professional bodies you are a member or registered with:

--

Other Employment

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

--

References (please note here two persons from whom we may obtain both character and work references)

Reference #1	Title:
	Forename(s):
	Surname:
	Address:
	Post Code:
	Contact No.
	May we approach the above prior to interview? Yes No
Reference #2	Title:
	Forename(s):
	Surname:
	Address:
	Post Code:
	Contact No.
	May we approach the above prior to interview? Yes No

Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland

Declaration (please read this carefully before signing this application)

1. 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.
2. I understand that the company will inform me of their intention to contact my doctor with a view to obtaining a medical report, should they require further medication information, and that my agreement will be sought before my doctor is contacted. I also understand that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with data protection legislation.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/ Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: