

## EMPLOYMENT APPLICATION FORM

BLOCK CAPITALS PLEASE

### PERSONAL DETAILS

Surname:	
Forename(s):	
Current address:	
Day time telephone number:	
Evening telephone number:	
Mobile telephone number:	
Email address:	

### EMPLOYMENT HISTORY

Present post:			
Job title:			
Employer:			
Date started:			
Salary and benefits:			
Major duties and responsibilities:			
Previous posts (please start with the most recent):			
Job title:	Employer:	Dates (from-to):	Salary:



**SUPPORTING INFORMATION**

Please give any details you feel are relevant in support of your application. Use additional sheets if necessary.

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**OTHER DETAILS**

What is the notice required in your present post?

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Is your present post your sole regular employment?

YES

NO

Are you a British subject or a national of any EU Country:

YES

NO

If not, do you have the right to work in the UK and a current work permit?

YES

NO

If so, please state the expiry date of your right to work in the UK and / or your work permit:

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Do you have a full driving licence?

YES

NO

Do you have any current endorsement?

YES

NO

Do you have the use of a car?

YES

NO

Where did you see the advertisement for the post?

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**DISABILITIES**

Do you have a disability?

YES

NO

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and to meet our obligations under the Disability Discrimination Act 1995:

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**CONVICTIONS**

Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975. [As this post is one covered by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 both spend and unspent convictions must be declared.]

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**REFERENCES**

Please give the details of 2 referees, stating how long you have known them (1 should be your current or most recent employer).

Name:		Name:	
Address:		Address:	
Tel no:		Tel no:	
Occupation:		Occupation:	
Time known:		Time known:	

**DATA PROTECTION**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

I hereby give my consent to Day, Smith & Hunter processing the data supplied in this application form for the purpose of recruitment and selection.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

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Signed: \_\_\_\_\_

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

**Note: any false, incomplete or misleading statements may lead to dismissal.**