

APPLICATION FOR EMPLOYMENT
CONFIDENTIAL



POSITION FOR WHICH YOU ARE APPLYING:

LOCATION, e.g. BRANCH OR DEPARTMENT:

PERSONAL DETAILS

Surname: <i>(block capitals)</i>		First Names: <i>(in full, block capitals)</i>		Mr / Mrs / Ms / Miss Other <i>(please state)</i>	
Permanent address:				Post Code:	
Email address:			National Insurance Number: <i>(if known)</i>		
Telephone Numbers:					
Are there any restrictions on you taking up employment in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide details:					
Current driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>		Details of endorsements/ number of points:		Details of current plant certificates e.g. forklift, crane etc.	
Groups:		Expiry date:			

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974.
If none, please state.

Please specify any special arrangements you will need to attend an interview.

EDUCATION AND TRAINING

Names of secondary schools, colleges, universities attended	Dates from/to	Examination passes with grades & levels, degrees, technical & professional qualifications
List any recent courses attended:		

CAREER/EXPERIENCE TO DATE

Name of employer, address and nature of business <i>(continue on a separate sheet of paper if necessary)</i>	Dates From/To	Position held, brief details of duties and reason for leaving	Pay and other benefits received
<i>Start with present/last employer</i>			

Notice required by your present employer or when you could commence employment:	What pay are you seeking? £ _____ per year/week/hour <i>(delete as appropriate)</i>
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Please give details of any hobbies, interests or other relevant information in support of your application:
(continue on a separate sheet of paper if necessary)

REFERENCES

Names and addresses of two referees (not relations), one of whom should be your most recent employer. References will not be taken up until any offer of employment is accepted or your permission obtained.

Name: Address: Telephone: Their association with you:	Name: Address: Telephone: Their association with you:
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DECLARATION

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.

Signed Date

EQUAL OPPORTUNITY MONITORING



We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

I would describe my ethnic group and sex as:
(Please tick one box for your ethnic group and one box for your sex)

A) White

- English
- Welsh
- Any other White background, please specify
- Scottish
- Irish

B) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please specify

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- Indian
- Bangladeshi
- Any other Asian background, please specify
- Pakistani

D) Black, Black British, Black English, Black Scottish or Black Welsh

- Caribbean
- Any other Black background, please specify
- African

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

- Chinese
- Any other background, please specify

Sex

- Male
- Female

Date of birth:

Name:

Signed:

Date **Job Title applied for:**