



## Employment Application Form

*Please complete this application form in black ink for ease of copying*

*Personal Information and Equal Opportunities Monitoring*

<b>Position Applying for</b>	
<b>Title (Mr, Mrs, Miss, other)</b>	
<b>Surname</b>	
<b>Forename(s)</b>	
<b>Home Address</b>	
<b>Post Code</b>	
<b>Home Telephone</b>	
<b>Work Telephone</b>	
<b>May we contact you at work?</b>	
<b>Correspondence Address</b>	
<b>Post Code</b>	
<b>Fax Number</b>	
<b>Email</b>	
<b>May we contact you by email?</b>	
<b>Gender</b>	
<b>Date of Birth</b>	
<b>Disability</b>	
The Disability Discrimination Act defines a disability as 'a physical or mental impairment, which has a substantial and long-term adverse effect on someone's ability to carry out normal day-to-day activities'.	
<b>Do you consider yourself to have a disability that you wish to declare?</b> (Please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If so, would you need any particular arrangements at interview?</b> (Please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If the answer is YES, please provide further details below.</b> (If selected for test and/or interview, we will contact you to discuss and confirm the arrangements).	

**Ethnicity**

We recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please show which group best describes your ethnic origin or descent by ticking ONE of the boxes below:

White

British

Irish

Any other white background

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Black or Black British

Caribbean

African

Any other background

Chinese or other ethnic group

Chinese

Other ethnic group

**Data protection statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment both internally and via external agencies, for example agencies handling pensions and payroll. We may also use the information if there is complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Information Commissioner.

**Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

**Permanent employment history**

Please give details of all employment that you have undertaken in date order starting with the most recent. Please use a continuation sheet if necessary. Dates should be continuous.

1) Employer's name and address	
Job title and main responsibilities/achievements	
Start date:	
Finish date:	
Reason for leaving	
Salary on leaving (£ pa)	
2) Employer's name and address	
Job title and main responsibilities/achievements	
Start date:	
Finish date:	
Reason for leaving	
Salary on leaving (£ pa)	

*Continue on a separate sheet if necessary*

**Secondary education**

Schools/colleges attended	
Examinations taken and grades	

**Further and higher education**

Further/higher education establishment attended	
Course title and results including class of degree	
Details of other qualifications gained through training course undertaken which are not listed overleaf (including professional qualifications and membership of professional institutions)	
<b>IT skills</b> — give brief description of packages used. Please indicate whether knowledge is basic, intermediate or advanced	
<b>Languages</b> In which foreign languages can you communicate? Please indicate whether knowledge is fluent, intermediate or basic.	



**Experience and skills**

In the box below please explain how your skills and experience meet the requirements of the job description. You should draw on your experiences from your current or previous roles or from other relevant outside work activities.

**References**

Please provide the names of two referees covering the last three years of employment and/or other occupation. One of the references should be your current employer, if appropriate.

**1) Name of Referee**

Job Title	
Name of Organisation	
Address	
Post Code	
Email	
Telephone Number	

**2) Name of Referee**

Job Title	
Name of Organisation	
Address	
Post Code	
Email	
Telephone Number	



We will require a reference from your current employer before an offer can be confirmed but we will contact you before doing this. May we contact your current employer once we have made a provisional offer of employment?

 Yes No

**Work Permit**

Are there any restrictions to your residence in the UK, which might affect your right to take up employment in the UK? If you are not a British citizen or a citizen of another country in the European Economic Area you will require a work permit.

Do you need a work permit?

 Yes No

Do you hold a work permit?

 Yes No

If you hold a work permit, on what date does it expire? \_\_\_\_\_

**Driving Licence**

Do you hold a full clean UK driving licence?

 Yes No

Do you have any driving convictions? Please give brief details

\_\_\_\_\_

When could you take up the appointment if successful? \_\_\_\_\_

Do you/have you had any criminal convictions and/or criminal cautions?

 Yes No

If yes please give details:

\_\_\_\_\_

\_\_\_\_\_

**Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature

Date

\_\_\_\_\_

\_\_\_\_\_