

# APPLICATION FOR EMPLOYMENT



## APPLICATION FOR EMPLOYMENT AS:

PLEASE ANSWER ALL QUESTIONS USING BLOCK CAPITALS

### PART A: PERSONAL INFORMATION

FIRST NAME: \_\_\_\_\_ SURNAME \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ HOME TEL: \_\_\_\_\_

\_\_\_\_\_ MOBILE NO. \_\_\_\_\_

POST CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

do I need a permit to work in this country (Please circle) YES NO

National Insurance Number \_\_\_\_\_

If you need a work permit, please indicate if there are any limitations/conditions on the work permit.

Do you hold a current full driving license? YES NO

Do you have a car? YES NO

Are you a student? YES NO (If Yes, please circle Full or Part time)

### PART B: HEALTH

Do you suffer from any injury, illness, or medical condition that might affect your ability to perform your duties?

YES NO

If yes, please provide details? \_\_\_\_\_

### PART C: BACKGROUND INFORMATION

You do not generally have to disclose details of spent convictions. However, if the post you are applying for is exempt from the Rehabilitation of Offenders Act by virtue of the (Exceptions) order because it involves access to persons who are disabled, or addicted to drugs or alcohol or under 18 or over 65, you must reveal details of all convictions, spent or otherwise.

Have you ever been convicted of any criminal offence or are there any actions pending against you?

YES NO

If yes, please give details of conviction(s) and date(s) \_\_\_\_\_

Have you ever been bankrupt or do you have any outstanding court judgements against you for debt?

YES NO

**PART D: PERSONAL REFERENCES**

Please give details of two people, other than family, who have known you for at least 2 years within the past 5 years, who we may approach for a reference. Please use a past employer if possible. If you do not wish us to contact those below prior to appointment please highlight below.

CONTACT: COMPANY NAME: ADDRESS:	CONTACT: COMPANY NAME: ADDRESS:
RELATIONSHIP:	RELATIONSHIP:
TEL NO:	TEL NO:

**PART E: PERSONAL HISTORY**

The security screening process requires that we are able to verify your personal history for a period of 10 years or from date of leaving school. Please give details of your personal history. Identify in the space provided all periods of education, employment, self-employment, registered or unregistered unemployment and military service. Be sure to give full addresses including post codes, telephone numbers and dates. If you have ever been dismissed by an employer please give full details in the reason for leaving box.

EDUCATION/ EMPLOYMENT DATES MONTH/YEAR	DETAILS OF EDUCATION, EMPLOYMENT, SELF-EMPLOYMENT, UNEMPLOYMENT AND MILITARY SERVICE	POSITION HELD REPORTING TO	REASON FOR LEAVING
FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

EDUCATION/ EMPLOYMENT DATES MONTH/YEAR	DETAILS OF EDUCATION, EMPLOYMENT, SELF-EMPLOYMENT, UNEMPLOYMENT AND MILITARY SERVICE	POSITION HELD REPORTING TO	REASON FOR LEAVING
FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

FROM:	NAME OF ORGANISATION	POSITION HELD:	
TO:	TEL:	REPORTING TO:	
ADDRESS:			

**PART F: BADGES**

Verified by  
Interviewer

SIA Badge Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Failure to provide the required documents will result in an unsuccessful application.

**STATEMENT TO BE SIGNED BY APPLICANT**

I \_\_\_\_\_ CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION I HAVE GIVEN IS COMPLETE AND CORRECT, AND I UNDERSTAND THAT MISREPRESENTATION OF FACTS IS GROUNDS FOR IMMEDIATE DISMISSAL AND MAY RENDER ME LIABLE FOR PROSECUTION. I AUTHORISE THE COMPANY TO APPROACH ANY GOVERNMENT AGENCIES, EDUCATIONAL ESTABLISHMENTS, FORMER EMPLOYERS AND PERSONAL REFEREES TO VERIFY THE INFORMATION GIVEN, AND WILL SUPPLY A STATUTORY DECLARATION IF REQUIRED. I WILL ASSIST THE COMPANY IN OBTAINING THE FULL 10 YEAR VET AS REQUIRED.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

<u>ASSOCIATED DOCUMENTS</u>	<u>COPIES TAKEN</u>		<u>DATE</u>
	YES	NO	
Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Passport	<input type="checkbox"/>	<input type="checkbox"/>	
Service Record	<input type="checkbox"/>	<input type="checkbox"/>	
Photo Driver's License	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Address	<input type="checkbox"/>	<input type="checkbox"/>	

**INTERVIEWER'S ASSESSMENT (office use only)**

1. Presentation: good/average/poor
2. Aptitude & Demeanor: good/average/poor
3. Literacy and verbal communication: good/average/poor
4. Agreed Starting Rate: £ \_\_\_\_\_
5. Employee Number: \_\_\_\_\_
6. Any other comments:

INTERVIEWER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_