

**EMPLOYMENT APPLICATION FORM**

**PLEASE NOTE APPLICATIONS ARE ONLY ACCEPTED FROM CANDIDATES ELIGIBLE TO WORK IN THE UK AS WE ARE UNABLE TO OFFER SPONSORSHIP.**

*The Company is an equal opportunity employer and is committed to ensuring that all job applicants are treated equally, without discrimination because of gender, race, colour, nationality, ethnic or national origin, age, disability sexual orientation, gender reassignment, religion or belief, marital or civil partner status or pregnancy and maternity. We therefore positively encourage applications from all suitably qualified and eligible job applicants.*

Please complete this application form and forward it to the email address provided.

**Post applied for:**

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| --- | --- | --- | --- |
| **Personal information** | | | |
| Surname: | | | |
| Forenames: | | | |
| Title (Mr, Mrs, Miss, Ms, etc.): | | | |
| Previous names (if any): | | | |
| Current address: | | | |
| Daytime telephone number: | | | |
| Do you have the right to take up employment in the UK? | | **YES/NO**  If no, please provide further details in the space provided: |  |
| Please advise any dates that you are **not** available for interview: | | | |
| **Education and qualifications** From GCSE or equivalent to degree level in chronological order | | | |
| **Establishment** | | **Qualifications gained:** | |
| Postgraduate education or study or any other professional qualifications | | | |
| **Establishment** | | **Qualifications gained** | |
| **Employment history** Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned. | | | |
| **From** | **To** | **Name and address of employer** | **Job title, description of duties and responsibilities, reason for leaving and salary on leaving** |
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| Only if relevant: |  |  |  |
| **Other information** | | | |
| Do you hold a full driving licence? If **yes**, do you have any current endorsements and what are they for? | | | |
| What other training, qualifications, skills or personal qualities do you have that are relevant to the post? | | | |
| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education. | | | |
| Have you made a previous application to the Company? If so, when was this and what was the outcome? | | | |
| Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application. | | | |
| How many weeks’ or months’ notice do you have to give to your current employer? | | | |
| Please give details of any special arrangements or adjustments you would require to attend interview (this enables us to comply with our obligations under the Equality Act 2010). | | | |
| Do you know, or are you related to, any other employees of the Company? If your answer is “yes”, please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them. | | | |
| What are your salary/benefit expectations? | | | |
| **Referees** Please give details of two referees, one of whom should be your current or most recent employer plus your previous employer. If this is an application for your first job, please supply details of your school teacher or higher or further education lecturer plus details of an adult who can provide a character reference (this must not be a relative or a contemporary). | | | |
| **First referee** (name, company, email/telephone contact details) | | | |
| **Second referee (**name, company, email/telephone contact details)  WE WILL ONLY MAKE CONTACT WITH YOUR REFEREES IF WE DECIDE TO MAKE YOU AN OFFR OF EMPLOYMENT. WE WILL INFORM YOU PRIOR TO CONTACT HOWEVER YOUR CONSENT IS REQUIRED TO ENABLE THE COMPANY TO TAKE THIS ACTION AT THAT TIME**. IF YOU ARE PREPARED TO PROVIDE CONSENT, PLEASE SIGN HERE:**  **Signature:** | | | |

The Company will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which has been made available for you to download from the Company website as part of this recruitment campaign or which has been included as part of your recruitment pack. The Company will only process your personal data where it has a lawful basis for such processing.

Please confirm that you have read and understood our Privacy Notice for Applicants by ticking this box:

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I consent to these details being retained and processed for the purposes of my employment.

Signed: …………………………………………………..... Date: …………………………………………………………