

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Ref. No: _____



POSITION APPLIED FOR _____

Surname	Forename(s)	Title
Address		
Date of birth	Telephone number	
Current Driving Licence Yes/No Groups Expiry date	Details of Endorsements	

EDUCATION HISTORY

Schools/colleges	Qualifications gained

EMPLOYMENT HISTORY

FROM – TO	NAME & ADDRESS OF EMPLOYER	JOB TITLE	DUTIES	RATE OF PAY	REASON FOR LEAVING

REFERENCES

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references

1.	2.
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OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

CRIMINAL RECORD

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

HEALTH DETAILS

Are you disabled YES/NO. If YES, please give details and specify any special needs in relation to your disability.

Please list any diseases, disorders, allergies, muscular or muscular skeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences.

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct at that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

Signed

Date

FOR OFFICE USE ONLY

Interview date:

Offer letter: Y/N

Rejection letter: Y/N

Acceptance: Y/N

References: Y/N

Medical: Y/N

PASS TO ADMIN:

DEAD FILE/NEW FILE