



APPLICATION FORM

Job Applied For:

Personal details

Miss/Mrs/Ms/Mr First Name(s) Surname:

My Address is:
Postcode:

Date of birth:

If studying what is your term time address?
Postcode:

National Insurance Number:

My contact details are:

Home: Work:

Mobile: E-mail:

The best time to catch me to arrange an interview is in the...

morning afternoon evening

Right to Work in the UK (Asylum & Immigration Act 1996)

If you are invited to interview please could you bring along original proof and a copy of your right to work in the UK. The list below may help in providing such a document; (A full list can be found at the government website www.ind.homeoffice.gov.uk)

Either <u>one</u> of these documents	
<ul style="list-style-type: none">• A UK or European Economic Area Passport• A UK residence permit issued to a national from a EEA country or Switzerland• A UK endorsed travel document	
OR	
<ul style="list-style-type: none">• A document with evidence of a permanent National Insurance number (P45, P60) <u>And, one of the following:</u>• A birth certificate• A certificate of naturalisation/registration as UK citizen.• An endorsed letter from the Home Office	<ul style="list-style-type: none">• A work permit issued by Work Permits UK <u>And, one of the following:</u>• A passport or travel document endorsed by UK Home Office• An endorsed letter issued by UK Home Office

I can provide confirmation that I am legally entitled to work in the UK Yes No

Qualifications:

Please list your qualifications below along with grades achieved.

Availability to work:

Please let us know the hours that you are available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Earliest Start Time (am/pm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Latest Finish Time (am/pm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Would you be willing to work overtime? Yes No

Are you applying for a Full or Part-Time job? F/T P/T

If you are applying for a Full Time job would you accept a Part Time job? Yes No

Criminal Convictions

Have you been convicted of any criminal offences? Yes No

Please give details:

Driving License (Please only answer these questions if you are applying for a driving vacancy)

I have a full UK driving licence (or EU equivalent) Yes No

I have held my licence for two years or more Yes No

I have three points or less on my licence Yes No

I have never been convicted of drink or drug related driving offences Yes No

I am 21 years of age or older Yes No

Previous Employment

(We may contact these to obtain references. Any job offer would then be subject to satisfactory references).

My last two employers were:

Name: Name:

Address:

Address:

Tel: Tel:

The position I held was...

The position I held was...

Joined: Joined:

Left: Left:

Reason for leaving:

Reason for leaving:

If your application is successful when could you start?

Declaration

Thank you for taking the time to complete this application form. Can you please sign the declaration below to confirm that the information you have given is correct and, in line with the Data Protection Act, you are happy for this information to be held in a secure place and used in processing your application.

Signed: Date: