**APPLICATION FOR EMPLOYMENT**



**PRIVATE AND CONFIDENTIAL**

|  |  |  |
| --- | --- | --- |
| **POSITION APPLIED FOR:** Enter text here | | |
| **Surname** Enter text here | **Forename(s)** Enter text here | **Title** Enter text here |
| **Address:**  Enter text here  **Postcode:** Enter text here. **Telephone number:** Enter text here. | | |
| **Email address:**  Enter text here | **Mobile number:**  Enter text here | |
| **Current driving license? Yes/No**  **Groups: Expiry Date:** | **Details of**  **Endorsements:**  Enter text here. | |
| **Are there any restrictions on you taking up employment in EU? Yes** ☐ **No** ☐  **(If yes, please provide details)**  Enter text here | | |

**EDUCATION / TRAINING & DEVELOPMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| **Date attending** | **Schools/colleges/university**  **Training establishment attended or currently attending** | **Qualifications gained (or predicted)** |
| Enter text here | Enter text here | Enter text here |
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**EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary). Please state most recent employer first.**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. NAME & ADDRESS OF EMPLOYER** | **JOB TITLE** | **DATES OF EMPLOYMENT (From-To)** | **REASON FOR LEAVING** |
| Enter text here | Enter text here | Enter text here | Enter text here |
| **Please list key responsibilities in this role:**  Enter text here  **What were your key achievements in this role?:**  Enter text here | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. NAME & ADDRESS OF EMPLOYER** | **JOB TITLE** | **DATES OF EMPLOYMENT (From-To)** | **REASON FOR LEAVING** |
| Enter text here | Enter text here | Enter text here | Enter text here |
| **Please list key responsibilities in this role:**  Enter text here  **What were your key achievements in this role?:**  Enter text here | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. NAME & ADDRESS OF EMPLOYER** | **JOB TITLE** | **DATES OF EMPLOYMENT (From-To)** | **REASON FOR LEAVING** |
| Enter text here | Enter text here | Enter text here | Enter text here |
| **Please list key responsibilities in this role:**  Enter text here  **What were your key achievements in this role?:**  Enter text here | | | |
|  | | | |

**OTHER EMPLOYMENT**

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

Enter text here

**POSSIBLE DATE OF COMMENCEMENT OF THE EMPLOYMENT**

Enter text here

**If you require any particular arrangements when attending an interview please give details**

Enter text here

**SUITABILITY FOR THE ROLE**

Please explain how you think you fulfil the key requirements of the role for which you are applying:

Enter text here

**REFERENCES**

|  |  |
| --- | --- |
| Please note here the details of two persons from whom we may obtain references relating to previous employment. If this is your first job application, please supply details of school/college referees. | |
| 1. Name: Enter text here | 2. Name: Enter text here |
| Address  Enter text here | Address  Enter text here |
| Phone number: Enter text here | Enter text here |
| Email address: Enter text here | Enter text here |
| Capacity in which known:  Enter text here | Enter text here |

**CRIMINAL RECORD**

Do you have any previous convictions?

Enter text here

If Yes please give details of offences including dates and sentences

Enter text here

**DECLARATION (Please read this carefully before signing this application)**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. I hereby agree for my personal data, included in my job application, to be processed in line with the needs of recruitment, in accordance with the European Law on Personal Data Protection.

Signed: Enter text here Date: Enter text here