
APPLICATION FORM

Please use block capitals and continue on separate sheet(s) if space is inadequate.

All information provided remains confidential



Role Applied For.....

Personal Details

Forename(s) Surname.

Address.....

..... Postcode.

Telephone No. Mobile No.

Email address.

Do you have a current valid driving licence? Yes No

Do you have access to a car? Yes No

If you have a driving licence is it Full HGV Provisional

How did you learn of this vacancy?

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Describing You

Please tell us what skills and personal qualities you have to enable you to work successfully in this role.

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Education Details

Please give details of all secondary education including examinations taken (with results).

Schools/Colleges	Courses/Exams	Qualifications Obtained	Date
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State any other achievements during education.

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Please be prepared to provide certificates of pass etc.

Further/Higher Education Details

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc).

University/FE College	Courses/Exams	Qualifications Obtained	Date
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Please be prepared to provide certificates of pass etc.

Public Or Voluntary Commitments

Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed.

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Employment Details

Please give details of relevant previous employment/key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards.

Current/Last Employer

Name.....

Address.....

..... Postcode.....

Contact for reference..... Telephone.....

Please note that we will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact ALL named referees

May we contact your current employer for a reference? Yes No

Current/Last Employer (Cont)

Position(s) held..... Salary/Wage.....

Outline of duties/key achievements.....

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Reason for leaving.....

Notice period.....

Does your current contract of employment contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left?

Yes No

If YES please supply a copy of your contract of employment

Previous Employer (1)

Name.....

Address.....

..... Postcode.....

Contact For Reference..... Telephone.....

May we contact for a reference? Yes No

Position(s) held..... Salary/Wage.....

Outline of duties/key achievements.....

Reason For Leaving.....

Previous Employer (2)

Name.....

Address.....

..... Postcode.....

Contact For Reference..... Telephone.....

May we contact for a reference? Yes No

Position(s) held..... Salary/Wage.....

Outline of duties/key achievements.....

Reason For Leaving.....

Data Protection

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I consent to my personal information being used for the purposes and on the terms set out above.

Signed..... Date.....

Undertaking

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed..... Date.....

Note: We are an equal opportunities employer and will not tolerate discrimination in any form.



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