



**Strictly Private & Confidential Application for Employment**

Position Applied For (If known): \_\_\_\_\_

**Personal Details**

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_

Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_

If a non-EC National, do you hold a current UK Work Permit: Yes / No

Would you be prepared to work a shift system (if applicable)? Yes / No

**Personal Statement**

Please supply any relevant information about why you are applying for this position/to this company.

---

---

---

---

---

---

---

---

---

---

**Equal Opportunities**

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.





## Employment History

Starting with most recent position and working back in date order from the most recent for a minimum of 3 years. No approach will be made to your present or previous employer before an offer of employment is made to you.

**Company:** \_\_\_\_\_

**Time at this Company (from / to):** \_\_\_\_\_

**Position(s) Held:** \_\_\_\_\_

**Main Responsibilities & Role:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Leaving:**

\_\_\_\_\_

**Company:** \_\_\_\_\_

**Time at this Company (from / to):** \_\_\_\_\_

**Position(s) Held:** \_\_\_\_\_

**Main Responsibilities & Role:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Leaving:**

\_\_\_\_\_

**Company:** \_\_\_\_\_

**Time at this Company (from / to):** \_\_\_\_\_

**Position(s) Held:** \_\_\_\_\_

**Main Responsibilities & Role:**

\_\_\_\_\_  
\_\_\_\_\_

---

---

---

**Reason for Leaving:**

---

Please continue on additional paper if you have more than 3 positions in the last 3 years. If you worked for an agency but in a variety of role please list these as one position and add the roles to the main section.

**Additional Information**

1. Do you consider yourself disabled under the Disability Discrimination Act (*DDA*)? Yes / No

---

---

2. Do you require any particular arrangements for an interview? Yes / No

---

---

3. Have you ever been convicted of a criminal offence? Yes / No  
(Declaration subject to the Rehabilitation of Offenders Act 1974)

---

---

4. If the position you are applying for includes shift work on nights, you are required by law to be over 18 years old. Please advise if you are under this age as we will not be able to offer you an interview for a shift work role until you are over the age limit enforced.

---

---

5. Do you have a full driving licence & transport or have you checked public transport can provide you the necessary access for the workings hours required?

---

---

6. Please provide any details of Spare Time Activities/Hobbies

---

---

7. Any further information that you feel may be of interest...

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature: .....

Date.....