

**Personal**

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

Address: \_\_\_\_\_ Home telephone no: \_\_\_\_\_

\_\_\_\_\_ Mobile telephone no: \_\_\_\_\_

\_\_\_\_\_ Business telephone no: \_\_\_\_\_

\_\_\_\_\_ Email address: \_\_\_\_\_

Post code: \_\_\_\_\_ Are you legally eligible for employment in the UK? \_\_\_\_\_

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). \_\_\_\_\_

Are there any reasonable adjustments we should make to assist you during the recruitment process? YES/NO \_\_\_\_\_

Do you have a current driving licence? YES/NO Is it valid? YES/NO If no please give details: \_\_\_\_\_

\_\_\_\_\_

Do you have your own transport? YES/NO \_\_\_\_\_

\_\_\_\_\_

**Employment**

Position applied for: \_\_\_\_\_ Salary expected: £ \_\_\_\_\_ per annum.

If offered this position would you continue to work in any other capacity? If so please give details: \_\_\_\_\_

\_\_\_\_\_

On what date would you be able to start work: \_\_\_\_\_

Do you have any holidays booked after the above date? If so please give details: \_\_\_\_\_

\_\_\_\_\_

**Personal References**

Please give details of two people (*not relatives or employers*) we could contact for references: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone no: \_\_\_\_\_ Telephone no: \_\_\_\_\_



## Employment History

List below present and past employment, beginning with your most recent.

Name & Address of Company and type of business	from Mo.	Yr.	to Mo.	Yr.	Leaving salary	Reason for leaving
Telephone: Contact name:						
Describe the work you did:						

Name & Address of Company and type of business	from Mo.	Yr.	to Mo.	Yr.	Leaving salary	Reason for leaving
Telephone: Contact name:						
Describe the work you did:						

Name & Address of Company and type of business	from Mo.	Yr.	to Mo.	Yr.	Leaving salary	Reason for leaving
Telephone: Contact name:						
Describe the work you did:						

Name & Address of Company and type of business	from Mo.	Yr.	to Mo.	Yr.	Leaving salary	Reason for leaving
Telephone: Contact name:						
Describe the work you did:						

I hereby give permission to contact the employers listed above concerning my prior work experience, and confirm that the details given on this form are accurate.

Signed \_\_\_\_\_

If there is a particular employer(s) you do not wish us to contact, please indicate below which one(s):

for office use only

## Interviewers

Interviewer	Date:
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Comments

Interviewer	Date:
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Comments

Interviewer	Date:
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Comments

### *Reference Check*

Reference Name	Result
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