



## APPLICATION FOR EMPLOYMENT

<b>Position Applying For:</b>	<b>Application date:</b>
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### PERSONAL DETAILS

Surname	First Names	Title
Gender	Date of Birth	Age

Address	Contact Telephone Number: Day
Post Code	Evening
	Email Address

### REFERENCES

Please give the names, addresses and telephone numbers of two persons as referees. State the capacity in which you know them. Do not use friends or relatives. No approach will be made to your present or previous employers before an offer of employment has been made.

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**EDUCATION**

Name of School College etc. attended	Dates	Qualifications obtained
Schools (after the age 11)		
Further education (university, technical college, evening classes etc.)		
Work related or other training		

**CURRENT/MOST RECENT EMPLOYER**

Employer's Name	
Address	Date Started
	Date Left
Post Code	Telephone Number
Job Title	
Salary	Benefits
Full or Part Time	Noticed Required
Main Duties	
Reason for Leaving	

**EMPLOYMENT HISTORY**

Date From    To		Name of employer and nature of business	Position held and brief details of duties	Reason for leaving	Salary

**SUPPORTING INFORMATION**

State why you are applying for this post and outline any relevant skills and experiences.

## INTERESTS AND HOBBIES

Please list your main interests and pastimes

## HEALTH

Do you have any work limitations due to health or family commitments? Give details.

How many days sick have you had off work in the past two years? Give reasons.

## OTHER

Do you hold a full current driving license?

Do you have any endorsements? If yes, state penalty and offence.

Have you ever been charged, summoned, convicted or cautioned for an offence? Give details.

## POST DETAILS

Where did you see this post advertised?

## DECLARATION

I confirm that to the best of my knowledge that the information contained in this application form is correct. Knowingly providing false information will render my application invalid.

**Signature**

**Date**