**EMPLOYMENT APPLICATION FORM**

Please complete all sections in this form by answering all the questions. You may attach a CV to cover the Education/Qualifications and Employment History sections but all other sections on this form must be completed.

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| **VACANCY DETAILS** | | | |
| Job Title |  | Date of Application |  |

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| --- | --- | --- | --- |
| **CANDIDATES DETAILS** | | | |
| Candidate Name |  | Salary Expectations |  |
| Address |  | | |
| Email |  | Contact Tel No. |  |
| Where did you hear about this vacancy? |  | Availability/Notice period |  |

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| **PRE-SELECTION CHECKLIST** (Please Tick) | | | |
|  | Yes | No | Not Sure |
| Do you have the legal right to work the UK? |  |  |  |
| Are you comfortable with the salary on offer? |  |  |  |
| Are you comfortable to commute two days a week to our offices in Basildon, if necessary? |  |  |  |
| Have you previously been employed by, or applied for employment, with us? |  |  |  |
| Do you require any adjustments to attend an interview? If yes, please specify below: |  |  |  |
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| **EMPLOYMENT** (Current or Most Recent) |

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| --- | --- |
| Name of employer |  |
| Address |  |
| Job title |  |
| Date appointed |  |
| Notice period/date left |  |
| Reason for leaving |  |
| Brief description of duties | |

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| **EMPLOYMENT HISTORY**  Beginning with the job you held before the above, please give details of your employment history over the last 10 years including any unpaid or voluntary work, explaining any gaps | | | |
| Name & Address of Employer | Dates  From - To | Position Held | Reason for Leaving |
|  |  |  |  |
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| **EDUCATION & QUALIFICATION** (Proof may be required at interview) | | | |
| Name & Address of School/College/University | Dates  From - To | Qualification Obtained | Grade / Level Achieved |
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| **SUPPORTING EVIDENCE** |
| The information provided in this section is important in assessing your application. Please outline your skills, knowledge, experience and achievements from any area of your life which demonstrates your ability to meet the criteria for this post as contained in the job description and person specification. |

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| **ADDITTIONAL SKILLS/KNOWLEDGE** |
| Please give details of any other special attainments, training, courses attended etc relevant to the post applied for: |
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| **MEMBERSHIP** |
| If you belong to any professional, craft or similar body, please give details: |
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| **REHABILITATION OF OFFENDERS ACT 1974** | | | |
|  | Yes | No | Not Sure |
| Have you any criminal convictions that are not spent? |  |  |  |
| If yes, please give date, nature of offence and sentence or verdict | | | |

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| **DATA PROTECTION** |
| Information given in your application will be controlled under data protection legislation and will be used for the purposes of recruitment for this role only. Should your application be successful this information will subsequently be used for your personnel and payroll records. All application and recruitment information will be retained for a period of four months after the closing date and will thereafter be destroyed. |

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| **REFERENCE** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Company |  | Company |  |
| Address |  | Address |  |
| Tel no. |  | Tel no. |  |
| Email |  | Email |  |

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| **DECLARATION** | | | |
| I certify that the information contained in this application is correct. I understand that any deliberate falsification of the information contained in this form may result in dismissal. | | | |
| Signature |  | Date |  |