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| **Where did you hear of the vacancy?** | |  | | | | |
| **Position applied for:** | |  | | | | |
| **PERSONAL DETAILS** | | | | | | |
| Mr/Mrs/Miss/Ms\*(Delete as applicable) | Surname: | | | | Previous Surname(s): (if applicable) | |
| Forenames: | | | | | | |
| Present Address:  Post Code: | | | | | | |
| Home Contact Tel. No: | | | | Mobile Contact Tel. No. | | |
| Personal Email Address: | | | | | | |
| **GENERAL INFORMATION (\*Delete as applicable)** | | | | | |  |
| **Have you worked for this Company before?**  If YES, Dates: From To | | | Reason for leaving: | | | |
| **Notice Period** |  | | **When would you be available to start?** | | |  |
| **Are you legally eligible for employment in this country?** | | | | | | YES/NO\* |
| **Do you require a work permit for this country?** | | | | | | YES/NO\* |
| **If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview:** | | | | | | |
| **If relevant to your position: Do you hold a current driving licence?** | | | | | | YES/NO\* |
| **Driving licence: If you have any current endorsements what are they for?** | | | | | | |
| **Do you do any other work paid or unpaid not previously declared?**  If yes please give details: | | | | | | YES/NO\* |
| **Do you smoke?** | | | | | | YES/NO\* |
| **Are you able to fulfil the essential criteria of this job as detailed in the attached Job Description** | | | | | | YES/NO\* |
| **What is your wage rate/salary expectation?** | | | | | |  |

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| **FULL EMPLOYMENT HISTORY** (Start with your current or most recent employer, including any periods of unemployment)  **NOTE**: We will contact your references, with your permission. | | | | | |
| **Current / Last Employers Name:** | **Address:** | | **Tel. No.** | | **Email Address** |
| **Employment dates:** | **From: (month/year)\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_** | | **To: (month/year)\_ \_\_\_\_\_\_\_/\_\_\_\_\_\_\_** | | |
| **Job Title:** | | **Salary on leaving** | | **Reason for Leaving** | |
| **Employers Name** | **Address** | | **Tel. No.** | | **Email Address** |
| **Employment dates:** | **From: (month/year)\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_** | | **To: (month/year)\_ \_\_\_\_\_\_\_/\_\_\_\_\_\_\_** | | |
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| **Job Title:** | | **Salary on leaving** | | **Reason for Leaving** | |
| **Employers Name** | **Address** | | **Tel. No.** | | **Email Address** |

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| **EDUCATION/SKILLS** Full and part time study to be detailed (highest qualification first) | |
| Schools/Colleges/University attended | Qualifications obtained, including NVQ’s and level & subject taken if relevant |
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| **ADDITIONAL INFORMATION**  Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application. |
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| **Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none please state:** | |

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| **IMPORTANT:** Please read carefully before signing this form. An offer of employment made by this Company is conditional upon: |
| 1. You are producing satisfactory documentary evidence e.g. UK Passport or EU National Identity Card.  2. The facts given by you on this application being accurate and truthful.  3. The Company obtaining satisfactory references and DBS (including satisfactory discharge papers if ex-forces). |
| **DECLARATION:** By signing this form you authorise the Company to disclose to its insurers any of the information you have provided. |
| *I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.*  *I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.* |
| **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |