



# APPLICATION FOR EMPLOYMENT ----- CONFIDENTIAL

### 17. Additional Personal Details

Applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the codes of practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

Male  Female

Ethnic Group:

White British  White Irish  Black-Caribbean  Black-African

Black- other  Please specify \_\_\_\_\_ Pakistani

Indian  Bangladeshi  Chinese  Other  Please specify \_\_\_\_\_

National Insurance Number \_\_\_\_\_

### 18. Recruitment Policy

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status or disability.

I authorise the company to obtain references to support this application once an offer has been made & accepted & release the company & referees from any liability caused by giving & receiving information.

Declaration: I confirm that the information given on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 19. For office use only

Starting date: \_\_\_\_\_ NI number: \_\_\_\_\_ P45 or P46 YES / NO

Job offered: \_\_\_\_\_ Pension entry date: \_\_\_\_\_

Pay: \_\_\_\_\_ Reference requested: \_\_\_\_\_

Hours of work: \_\_\_\_\_ Driving licence: \_\_\_\_\_ Birth certificate: \_\_\_\_\_

Dept/Supervisor: \_\_\_\_\_ Proof of qualifications: \_\_\_\_\_

Payroll No: \_\_\_\_\_ Union membership: \_\_\_\_\_

Recruitment source: \_\_\_\_\_

### 20. Interviewer's use only

Appearance: 1 2 3 4 5

Other comments:

Communication: 1 2 3 4 5

Experience: 1 2 3 4 5

Intelligence: 1 2 3 4 5

Co-operation: 1 2 3 4 5

Signature (1)

General impression: 1 2 3 4 5

(2)

1. Position applied for: \_\_\_\_\_

Available to take up employment (date): \_\_\_\_\_ Wage/salary required £ \_\_\_\_\_ pw/m

2. Prepared to work:

Full Time

Part Time

Shift Work

3. Personal Details:

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone: Private: \_\_\_\_\_ Business: \_\_\_\_\_ Date of birth: \_\_\_\_\_

4. Do you: Own a car? YES  NO

Have a current driving licence? Provisional  Full  HGV  No

Have any endorsements? (Give details) \_\_\_\_\_

Are you in good health? YES  NO

Are there any disabilities that may affect your application? YES  NO

Describe any disabilities and:

(a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job

(b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job

Do you speak a foreign language? YES / NO Give details: \_\_\_\_\_

### 5. Education

School attended from the age of 11	Dates		Examinations (subject/result)
	From	To	

6. Further Education (College/University)				
Place of Education	Dates		Type of Training	Qualifications
	From	To		

**7. Previous Employment**  
(Please include details of your most recent employment first, and use the spaces below to give details of any other employment.)

Present/Previous employer \_\_\_\_\_ Type of Business \_\_\_\_\_  
 Address \_\_\_\_\_ Start Date \_\_\_\_\_  
 \_\_\_\_\_ Leaving Date \_\_\_\_\_  
 Starting Pay \_\_\_\_\_ per \_\_\_\_\_ Current/finishing pay \_\_\_\_\_ per \_\_\_\_\_  
 Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Duties/responsibilities \_\_\_\_\_

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 Address \_\_\_\_\_ Start Date \_\_\_\_\_  
 \_\_\_\_\_ Leaving Date \_\_\_\_\_  
 Starting Pay \_\_\_\_\_ per \_\_\_\_\_ Current/finishing pay \_\_\_\_\_ per \_\_\_\_\_  
 Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Duties/responsibilities \_\_\_\_\_

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 Address \_\_\_\_\_ Start Date \_\_\_\_\_  
 \_\_\_\_\_ Leaving Date \_\_\_\_\_  
 Starting Pay \_\_\_\_\_ per \_\_\_\_\_ Current/finishing pay \_\_\_\_\_ per \_\_\_\_\_  
 Job title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Duties/responsibilities \_\_\_\_\_

8. Interests & Hobbies (give details of pastimes, sports, e.t.c.)

9. Public Duties (JP, local councillor e.t.c) undertaken:

10. Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders act)

11. Membership of professional organisation?

12. Do you need a work permit to work in the U.K? YES  NO

13. If offered this position, will you continue to work in any other capacity? (Give details)

14. Community/Volunteer experience

Date	Name & Address of organisation	Position/Title	Duties
From:			
To:			

15. Personal referees (not a member of your family)

Name _____	Name _____
Address _____	Address _____
_____	_____
Occupation _____	Occupation _____
Telephone No. _____	Telephone No. _____

16. If you wish to do so, please give details of your next of kin, or person who can be contacted in an emergency.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ (Business) \_\_\_\_\_