



Application for Employment

PRIVATE AND CONFIDENTIAL

Position applied for

How did you hear of this vacancy ? _____

A. PERSONAL PARTICULARS

| | |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Full Name: Mr/Ms/Mrs/Miss | |
| Address | Telephone number Home Mobile Business (Tick box if you do not want to be contacted at work) <input type="checkbox"/> |
| E-mail address: | Do you have the right to work in the United Kingdom? |
| NI Number | Applicants may be required to provide documentary evidence of their right to work in the UK if invited for interview |

B. EDUCATION AND QUALIFICATIONS

Qualifications: Please give details of examinations attempted and results (including any examinations failed)

| Name(s) and Address(es) of School(s) / College(s) | Dates | | Subject/Courses Studied & Level | Examination Result/Grade including exams failed |
|---------------------------------------------------|-------|----|---------------------------------|-------------------------------------------------|
| | From | To | | |
| | | | | |

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since school including training courses and details of qualifications

| University/College Institute attended | Dates From | To | Subject Studied Type of Training | Qualifications Obtained |
|------------------------------------------|---------------|----|-------------------------------------|----------------------------|
| | | | | |

PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which:

FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence, both oral and written.

C. EMPLOYMENT HISTORY

Please start with the most recent, all the organisations for which you have worked during the last 20 years

| Name and Address of Employer | Dates | | Position Held / Main Duties | Leaving Salary | Reason for leaving |
|------------------------------|-------|----|-----------------------------|----------------|--------------------|
| | From | To | | | |
| | | | | | |

D. HEALTH

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Are you in good health? If No, please give further information: | Yes/No |
| Do you have any disabilities which may affect you application? If yes, are there any reasonable adjustments, which you Feel, should be made to the recruitment process to assist you In your job application? | Yes/No |
| Are you prepared to undergo a medical examination prior to employment | Yes/No |

E. SUPPLEMENTARY INFORMATION

Please give details of any experience, skill or achievement which you feel may be relevant in your application for employment (Continue on a separate sheet if necessary)

Please give dates of any holidays arranged

Do you have any commitments which might limit your working hours? Yes/No

If yes, please give details:

Are you willing to work overtime when required? Yes/No

Have you ever been convicted of a criminal offence Yes/No
(Which is not a spent conviction under the Rehabilitation of Offenders Legislation)

If Yes, please give further information

Salary range expected:

Notice required from your current employer:

Do you have a current full driving licence? Yes/No

Does your licence have any current endorsements? Yes/No

If yes, please provide further information

F REFERENCES

Please give the names and address of two references who are not related to you, who we can approach for a confidential assessment of your suitability for this job (One of these must normally be a previous employer)

Can we approach your present /most recent employer Yes/No

(Tick in box if you do not wish your employer to be contacted before and offer of employment is made)

| Names, position, address and telephone number | Names, position, address and telephone number |
|-----------------------------------------------|-----------------------------------------------|
| | |

DECLARATION OF APPLICANT

I confirm that the above information is correct

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to Hilton Sharp & Clarke using and keeping the information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as references, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personal record and will be retained for the duration of my employment. If I am not successful, I understand that the organisation will retain the form for a long as deemed necessary and that the Organisation may use it to contact me in the event of there being other vacancies for which I may be suitable.

Signed

Dated