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| APPLICATION FOR EMPLOYMENT |  |
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| **PRIVATE AND CONFIDENTIAL POSITION APPLIED FOR:**  **Return this form to:**  The HR Department  P O Box 58  Darlington  DL1 9AE | |

**PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TITLE | FIRST NAME(s) | SURNAME | | EMAIL |
|  | ADDRESS  COUNTY  POSTCODE | TEL MOB | | NI No |
|  | PREVIOUS ADDRESS (LAST 3 YEARS)  COUNTY  POSTCODE | TEL HOME  TEL WORK | | CURRENT DRIVING LICENSE?  Yes / No  Expiry Date  Details of Endorsements |
|  | ARE THERE RESTRICTIONS ON YOU TAKING UP EMPLOYMENT IN THE UK? Yes (If yes provide details)  No | | | |
| **EDUCATION HISTORY**  SCHOOL | | | QUALIFICATION | | |
| COLLEGE/UNIVERSITY | | | QUALIFICATION | | |
| OTHER TRAINING | | | | | |

**OTHER EMPLOYMENT**

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| Please note any other employment you would continue with if you were to be successful in obtaining this position. |

**EMPLOYMENT HISTORY - LAST 3 YEARS**

Please complete in full and use a separate sheet if necessary

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| --- | --- | --- | --- |
| 1. EMPLOYERS NAME AND ADDRESS | DATES, JOB TITLE AND DUTIES | START/FINISH SALARY | REASON FOR LEAVING |
|  |  |  |  |
| Notice required in current post: | | | |
| 1. EMPLOYERS NAME AND ADDRESS | DATES, JOB TITLE AND DUTIES | START/FINISH SALARY | REASON FOR LEAVING |
|  |  |  |  |
| Reference name and contact details – | | | |
| 1. EMPLOYERS NAME AND ADDRESS | DATES, JOB TITLE AND DUTIES | START/FINISH SALARY | REASON FOR LEAVING |
|  |  |  |  |
| Reference name and contact details - | | | |

**REFERENCES**

|  |  |
| --- | --- |
| Please note here the names and addresses of two-three persons from whom we may obtain both character and work experience references. Email and mobile numbers only are not accepted. Please provide land line and company email addresses. **Please ensure you provide at least three years of employment history references.** | |
| 1. Professional Reference (most recent employer) - |  |
| 1. Character reference - |  |

**LEISURE**

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| Please note here your leisure interests, sports and hobbies, other pastimes etc. |

**CRIMINAL RECORD**

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| Have you been convicted of any offence? In your answer to this question, you are not required to disclose convictions that are spent in accordance with the Rehabilitation of Offenders Act 1974. If none please state. We will be doing a Disclosure and Barring check on you, any convictions/cautions undisclosed could result in immediate dismissal and seeking of training costs. |

**GENERAL COMMENTS**

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| Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). |

**REASONABLE ADJUSTMENTS**

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| Please specify any special arrangements you will need to attend an interview. |

**DECLARATION**

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| Please read this carefully before signing this application.  I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  **Signed: ………………………………………………….. Date: ……………………………………….** |