

# Application for Employment



Version 1

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PRIVATE AND CONFIDENTIAL

## POSITION APPLIED FOR:

Surname

Forename(s)

Title

Address:

Postcode

Telephone Number:

NI No.

Current driving licence?

Yes/No

Groups:

Expiry Date:

Details of endorsements

Are there any restrictions on you taking up employment in the UK?  
(If yes, please provide details)

Yes ☐ No ☐

## EDUCATION HISTORY

Schools (include from / to dates)

Qualifications gained

Colleges/Universities (include from / to dates)

Qualifications gained

Other training (include from / to dates)

## OTHER EMPLOYMENT

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

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## EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)

NAME & ADDRESS OF EMPLOYER (including from / to dates)	JOB TITLE AND DUTIES	RATE OF PAY	REASON FOR LEAVING

Notice required in current post:

## REFERENCES

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.

1.

2.

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## LEISURE

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

## CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Disclosure Scotland.

## GENERAL COMMENTS

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).

## DECLARATION (Please read this carefully before signing this application)

1. 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.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: ..... Date: .....

### Return this form to:

The Personnel Manager  
Sil-Mid Limited  
2 Roman Park  
Roman Way  
Coleshill  
West Midlands  
B46 1HG