



Unit 29 The Ridgeway, Iver, Bucks, SL0 9HX
Tel: 01753 652888

Application Form

Personal Details

Title: _____

First Name: _____ Surname _____ (As Passport)

Address: _____

Postcode: _____

Nationality: _____ Do you have the right to work in UK (checks before Interview)

On interview, you will need: Passport (or original Birth Certificate), Driving License (if you have one), a utility bill, bank statement or HMRC letter, featuring your name, to prove you live at this address. On your First day, you will be required to complete a Payroll form, requiring your National Insurance no, P45 (if you have received it), Bank Details. Payroll can't set up a new starter on the system without these details

Telephone number (Home): _____

Telephone number (Mobile): _____

Email address: _____

Unless otherwise stated, all correspondence will be sent to you by email way. Tick to say NO to email correspondence.

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

1. POSITION APPLIED FOR

REFERENCE NUMBER

1. PERSONAL DETAILS

Do you have the right to work in the UK?	Yes	No
<p>Note: the company will require proof of this right before an offer of employment can be confirmed - e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996</p>		
Do you have a clean, current driving licence?	Yes	No
Have you a car/ access to a car for business use?	Yes	No

From	To	Type of School (i.e. Grammar/ Secondary)	Examinations taken and Qualifications Gained (Specify Grades)

2. FURTHER/ HIGHER EDUCATION

From	To	Name of Institution (state if Full - or- Part Time)

3. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute/ Organisation	Grade Of Membership (Where appropriate)

4. EMPLOYMENT RECORD

(Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business	Dates	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving
	From: To:		

5. TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate

6. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position under the relevant headings below

From the Job Description and Person specification, please demonstrate how you meet the requirements of the role: (If you have been interviewed, there is no need to complete this section)

7. DISABILITY DISCRIMINATION ACT 1995

Section 1 of this Act describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled? Yes No
(please tick as appropriate)

If yes, do you require any special arrangements to be made to assist you is called for interview?

Please provide details:

REFEREES

Please give the details of two work related referees, **including your current or most recent post**. Referees will **not** be contacted without your prior approval. However, references will be requested before any start date. References must cover a 5-year work history, please continue additional sheet. If you are unable to provide, an explanation will be required to understand your movements either in or out of the U.K

Company Name:	Company Name:
Contact:	Contact:
Email Address:	Email Address:
Address:	Address:
Telephone No:	Telephone No:

8. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date:

(To be completed by interviewer)

Suitability for role:

Job description explained: _____

References taken up? Yes/No

If yes, date: _____ Who was contacted? _____

Result of enquiry: _____

Interviewed by: _____ Date: _____

Copies of "Statutory defence" documents attached: YES / NO (Interviewers responsibility to obtain and check against requirements).

English Language / Reasoning Test score: _____ Pass: YES / NO

Offer of Employment: If Yes, please gain authorisation from Chairman/HR Manager

Dept. Manager Authorisation: sign: _____ Date: _____

HR Manager Authorisation: Sign: _____ Date: _____

Chairman Authorisation: Sign: _____ Date: _____

- Offer of Employment: Sent by HR Date: _____
- Return date: _____
- Contract of Employment sent by HR Date: _____ Return date: _____
No Terms and Conditions of the Contract of Employment, should not be changed and should only be issued by HR Department.

Dept: _____

Position: _____ Pay Rate: _____

Start Date: _____ Hours/days of work: _____