

# APPLICATION FOR EMPLOYMENT



*If there is insufficient space in any of the boxes, please continue on a separate sheet of paper*

Position applied for					
Surname					
Maiden name (if applicable)	Marital Status				
Forenames					
Permanent address _____ _____ _____ _____ Postcode _____ Tel No _____ Email _____	Next of kin (or another person to contact in emergency) Name _____ _____ _____ Postcode _____ Tel No _____ Relationship _____				
Do you hold a current car driving licence      YES/NO	National Insurance Number				
Do you own a car      YES/NO	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%; height: 30px;"></td> </tr> </table>				

## EDUCATION AND TRAINING

### 1. FULL-TIME EDUCATION

Name and address of School or College	Dates from/to (month & year)	Certificates, Diplomas, Degrees, etc obtained, and/or expected to be obtained (give subjects taken and grade achieved in each subject – including fails)
a. Secondary Education		

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Name and address of School or College	Dates from/to (month & year)	Certificates, Diplomas, Degrees, etc obtained, and/or expected to be obtained (give subjects taken and grade achieved in each subject – including fails)
b. Technical College, Polytechnic or University – Full time		
c. Day, Evening and Correspondence Courses – Part time		

## 2. VOCATIONAL TRAINING

- a. Details of any apprenticeships/training in a trade or profession
  
- b. Details of any vocational or technical courses taken not included above

Are you a member of any Professional or Technical Bodies? Please give names in full (not abbreviated) and state grade of membership.

## EMPLOYMENT

### 1. PRESENT EMPLOYMENT

Employer's name and address (if unemployed, please state)	Nature of business
Postcode	Name and position of person to whom responsible
Present salary and allowances	Tel No
	Date Commenced

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Present position and brief description of duties

Reason for wishing to leave present employment

When will it be in order to approach your present employer for references

**2. PREVIOUS EMPLOYMENT** Please give details of all previous employment, including service in H. M. Forces and periods of unemployment, starting with the post immediately prior to the one above and working back in time.

Dates from/to (month & year)	Employer's name and address	Position held and brief details of duties	Reason for leaving and salary and allowances on leaving

Outline any specialised experience you have, or any information you consider may be of value

# APPLICATION FOR EMPLOYMENT



Give indication of leisure activities

Are you actively involved in the work of any society, organisation, committee or Local Government, or a Voluntary or Armed Service Reservist? Please give details.

What prompted your application (Friend, Advertisement, Job Centre, Agency etc)? If friend, please give name. If an advertisement, please give name of newspaper or journal and date of issue.

When could you commence employment

I DECLARE THAT ALL THE INFORMATION GIVEN IN THIS APPLICATION FORM AND ANY OTHER DOCUMENTS RELATING TO THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, CORRECT.

Signed \_\_\_\_\_ Date \_\_\_\_\_