

Application Form

Position applied for:	
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Personal details

Surname:	
Forenames:	
Current address:	
Day time telephone number:	
Evening telephone number:	

Employment history

Present post:	Job title:		
Employer:	Date started:		
Salary and benefits:			
Major duties and responsibilities:			
Previous posts (please start with the most recent):			
Job title:	Employer:	Dates (from-to):	Salary:

Education/training

Secondary education:	Dates attended:	Qualifications/grade:
Further/higher education:	Dates attended:	Qualifications (with date)/grade:
Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):		
Are you undertaking any course of study at present? (if so, please give details)		
Do you have membership of any professional bodies? (if so, please give details, including any offices held)		
<p>It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.</p>		

Human Resources

Supporting information. Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

Other details

What is the notice required in your present post?

Is your present post your sole regular employment?	Yes	No
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Are you a British subject or a national of any EU country?	Yes	No
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If not, do you have the right to work in the UK and a current work permit?	Yes	No
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If so, please state the expiry date of your right to work in the UK and/or your work permit.

Do you have a full driving licence?	Yes	No
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Do you have any current endorsements?	Yes	No
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Do you have use of a car?	Yes	No
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Where did you see the advertisement for the post?

Disabilities

Do you have a disability?	Yes	No
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If 'yes', please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability Discrimination Act 1995:

Convictions

If you have ever been convicted of a criminal offence, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.

1. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Time known:	Time known:
May references be taken up before interview? YES/NO	May references be taken up before interview? YES/NO

Data protection. Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them. I hereby give my consent to Uniserve Group to process the data supplied in this application form for the purpose of recruitment and selection.

Applicant's signature _____

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's signature _____

Note: Any false, incomplete or misleading statements may lead to dismissal.