

## Application for Employment

Please complete this form in black ink and return it on or before the date specified. Late applications will not be accepted. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED. Continuation sheets may be added if necessary.

Position applied for

### PERSONAL DETAILS

Surname

Forenames

Mr/Mrs/Ms/Other (please specify)

Address (including postcode)

Telephone number (Home)

Telephone number (Mobile)

### GENERAL EDUCATION

From	To	Establishment	Qualifications gained (including grades)

**FURTHER/HIGHER EDUCATION**

From	To	Establishment	Qualifications gained (including grades and/or degree class obtained)

**MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Date joined	Institute/Organisation	Grade of membership (where appropriate)

**CURRENT/LAST EMPLOYMENT**

Employer and nature of business	From/To	Job title and details of job function and responsibilities	Final salary and reason for leaving

**PREVIOUS EMPLOYMENT**

Please provide your previous employment for the last 10 years, giving the most recent first.

Employer and nature of business	From/To	Job title and details of job function and responsibilities	Final salary and reason for leaving

**SUITABILITY FOR EMPLOYMENT**

Please explain why you think you would be suitable for the position applied for.

**DISABILITY**

The Disability Discrimination Act describes a disabled person as someone with a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

 Yes No

(tick as appropriate)

If yes, please provide details of any special arrangements you would require if called for interview.

**REHABILITATION OF OFFENDERS**

Have you ever been convicted of a criminal offence?

 Yes No

(tick as appropriate)

If yes, please provide details.

**RIGHT TO WORK IN THE UK**

Do you have the right to work in the UK?

 Yes No

(tick as appropriate)

We will require documentary evidence of your right to work in the UK as required by the Asylum and Immigration Act 1996 before an offer of employment can be confirmed.

**VERIFICATION OF INFORMATION**

I certify that to the best of my knowledge the information contained in this application form is correct. I understand that providing deliberately false information will result in any offer of employment being withdrawn or, if such matters come to light after employment has started, the termination of employment without notice.