



Please list all organisations for which you have worked. Include any military service and state highest rank achieved.

DETAILS OF PRESENT EMPLOYMENT (or last job if currently unemployed)			
From		To	Responsible to
Your job title		Number reporting directly to you	
Employer Name and Address		Main duties	
Nature of business		Average no. hours worked per week, including overtime	
		Start salary/wage £	p.a. before deductions
No of employees		Final salary/wage £	p.a. before deductions
Reason for leaving		Other earnings/benefits	
DETAILS OF PREVIOUS EMPLOYMENT (in date order, most recent first)			
From		To	Responsible to
Your job title		Number reporting directly to you	
Employer Name and Address		Main duties	
Nature of business		Average no. hours worked per week, including overtime	
		Start salary/wage £	p.a. before deductions
No of employees		Final salary/wage £	p.a. before deductions
Reason for leaving		Other earnings/benefits	
From		To	Responsible to
Your job title		Number reporting directly to you	
Employer Name and Address		Main duties	
Nature of business		Average no. hours worked per week, including overtime	
		Start salary/wage £	p.a. before deductions
No of employees		Final salary/wage £	p.a. before deductions
Reason for leaving		Other earnings/benefits	
From		To	Responsible to
Your job title		Number reporting directly to you	
Employer Name and Address		Main duties	
Nature of business		Average no. hours worked per week, including overtime	
		Start salary/wage £	p.a. before deductions
No of employees		Final salary/wage £	p.a. before deductions
Reason for leaving		Other earnings/benefits	
From		To	Responsible to
Your job title		Number reporting directly to you	
Employer Name and Address		Main duties	
Nature of business		Average no. hours worked per week, including overtime	
		Start salary/wage £	p.a. before deductions
No of employees		Final salary/wage £	p.a. before deductions
Reason for leaving		Other earnings/benefits	

If you need more space to answer any of the question please use the NOTES section overleaf

**HEALTH**

Height		Are you fit to perform the duties involved in the position applied for?	YES/NO
Weight		Would you be willing to have a medical examination if required?	YES/NO

THE REMAINING QUESTIONS ARE OPTIONAL

*Please see declaration on back page*

<b>Non-discrimination against persons with a disability.</b> To allow us to make reasonable adjustments to the recruitment process and to monitor our equal opportunities policy, please tick one or more of the following statements which are appropriate to you. <input type="checkbox"/> I do not have a disability <input type="checkbox"/> I have dyslexia <input type="checkbox"/> I am blind/have a visual impairment <input type="checkbox"/> I am deaf/have a hearing impairment <input type="checkbox"/> I am a wheelchair user/have mobility difficulties <input type="checkbox"/> I have mental health difficulties <input type="checkbox"/> I have an unseen disability e.g. diabetes, epilepsy <input type="checkbox"/> I have a disability not listed above Please give details if applicable:	Have you had a serious accident at work or elsewhere? YES/NO If Yes, give details
	Are you currently receiving any medical treatment? YES/NO If Yes, give details

**COMPUTERS/INFORMATION TECHNOLOGY**

List main products used (enter NONE where applicable)	Experience Months/Years	Proficiency level Self rate 1-10
<b>Hardware</b>		
<b>Software</b>		
<b>Internet/www</b>		

**PRACTICAL SKILLS**

Summarise job skills acquired and specialist training received

What qualities do you have which most suit you to the job you are applying for?

FOREIGN LANGUAGES	Weak	Fair	Fluent
State languages by proficiency			

**GENERAL**

What are your main interests, sports and hobbies?

To which clubs or societies do you belong?

Do you have any other employment (including part-time or night work) which you intend to continue?	YES/NO
If YES, give details	

Do you have any other commitments which may limit your working hours e.g. judicial, military or local government?

Future training plans (give details of any courses you intend to pursue)

Have you ever been dismissed from employment?	YES/NO If YES, give reason

Have you ever been convicted of a criminal offence? (N.B. The Rehabilitation of Offenders Act 1974)	YES/NO
Please give any other information relevant to your application, e.g. outline any notable achievements	

--

If you need more space to answer any of these questions please use the NOTES section

**REFERENCES** Names and addresses of two referees who are not related to you

Work Experience		Character	
Occupation		Occupation	
Tel. No.		Tel. No.	
Can this referee be contacted now?	YES/NO	Can this referee be contacted now?	YES/NO

**AVAILABILITY** Please give details

When would you be available for interview?  
If offered this job when could you start?  
Do you have any holiday commitments?  
How did you hear about this job?  
Do you know anyone in our employment? (give names)

**NOTES** Use this section if you require additional space to answer any of the questions

[Empty space for notes]

**DECLARATION** Please read carefully, then sign and date your application

I confirm that the above information is correct and understand that misleading statements may be sufficient grounds for cancelling any agreements made. I also understand that questions left unanswered may be discussed at interview.

<i>Applicant Signature</i>	<i>Date</i>

**FOR OFFICE USE ONLY:**

[Empty space for office use only]