

Application form for external applicants

Personal information (confidential)

Application for employment			
Return this form to:		Ref No:	
Position applied for:			
Personal Details			
Title:			
Name:			
Address:			
Email:			
Telephone (Landline):			
Telephone (Mobile):			
National Insurance No:			
Do you hold a current driving licence?			
	Yes		No
Groups:			
Expiry date:			
Details of endorsements (if none, please insert "N/A")			
Do you have a current right to work in the UK?			
	Yes		No
If no, please provide details.			

Education		
Please provide your education history here:		
Schools/Colleges/University	Qualification Gained	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Employment History		
Name and Address of Employer	Job title and main duties	Date of departure and reason for leaving
Please note here any other employment that you would continue with if you were to be successful in obtaining this role:		

Disabilities	
Do you require any special arrangements to be made for your interview/assessment test on account of a disability? Yes No	
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 during your interview/assessment test and thus meet our obligations under the Equality Act 2010:	
References	
Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references	
1.	2.
Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:	
Personal development	
Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:	

Criminal Record
Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.
Data protection statement
<p>All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the organisation's job applicant privacy notice.</p> <p>Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.</p>
Declaration
I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).
Signed:
You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.