

# Application for employment

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

## Position applied for:

If you obtained this position, would you continue in any other employment? Yes/no  
Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?

## Personal details

Title:                      Forename(s):                      Surname:

Home address:

Postcode:

Home telephone:

Mobile telephone:  
Email:

## Education and training

School, college, etc

Dates

Qualifications

**Previous employment**

Name &amp; address of employer

Dates

Job title or duties

Reason for leaving

**Previous relevant experience**

**Interests**

**Driving licence, etc.**

Current driving licence? Yes/no. If yes, type of licence

Any current endorsements? Yes/no. If yes, give details

Any motoring prosecutions pending? Yes/no. If yes, give details

**List any criminal convictions other than “spent” convictions. If none, state “none”.**

The information provided will be confidential and will be considered only in relation to this application.

**References - Please give details of two referees (one of whom should be your present/last employer and not relatives).**

Name and address:

Name and address:

Post code:

Post code:

Telephone:

Telephone:

**Please detail any further information you wish to put forward in support of your application.**

**Declaration**

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date:

### Equal opportunities monitoring form

This information is required so that we can monitor the implementation of our equal opportunities policy. It will enable us to compile statistical information about applicants, in relation to sex, age, ethnic background and disability, for the purposes of comparison with similar statistical information on those actually recruited. It will not be used for any other purpose, and will not be looked at by those shortlisting or interviewing candidates. We would encourage you to complete it so that we can have a full picture of our recruitment and selection patterns.

Name:	
Date of birth:	
Male/Female * (please delete as appropriate)	
Position applied for:	
Where did you see this job advertised?	
Do you have any disabilities?	Yes/No *(please delete as appropriate)
How would you describe your ethnic origin? Please indicate one of the following categories:	
<b>A White:</b>	
British	
English	
Irish	
Scottish	
Welsh	
Other white background, please specify:	
<b>B Mixed heritage:</b>	
White and Asian	
White and Black African	
White and Black Caribbean	
Other mixed background, please specify:	
<b>C Asian or Asian British:</b>	
Bangladeshi	
Indian	
Pakistani	
Other Asian background, please specify:	
<b>D Black or Black British:</b>	
African	
Caribbean	
Other Black British background, please specify:	
<b>E Chinese or other ethnic group:</b>	
Chinese	

Other, please specify:	
<b>F Prefer not to say:</b>	

These categories do not refer to the place of birth, citizenship or nationality, but to the ethnic group to which you belong.

I hereby give my consent for the information contained in this form to be processed for monitoring purposes

Signature:		Date:	
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