

CONFIDENTIAL

Employment Application Form

Please ensure that all details are **HAND WRITTEN** in black/blue ink

Please state position applied for:

How did you hear of this vacancy?:

1 Personal Details

Surname: Forename(s):

Title (e.g. Mr/Mrs/Miss/Ms/Other):

Address:

Post Code:

Telephone – Home: Daytime (if available):

Email Address:

2 Education Details

(If you are invited for interview for the position applied for, you will be required to bring with you the originals of certificates for the qualifications you hold)

Last School Attended	Dates Attended	Examination Results	
		Subject	Grade

University/College	Dates Attended	Subject(s) Studied	Qualification & Grade

2 Education Details (Continued)

Professional Qualification

- If you are a member of any professional organisation, please provide details below:

Name of Issuing Body	Date Attended	Details of Qualification

Vocational Training

- Please give details of any GNVQ/NVQ gained

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Any Training Courses completed in connection with employment:

Name of Course	Training Provider	Duration	Certificate/Qualification

Computer packages: Please indicate your level of ability (Excellent/Good/Fair) in each package

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3 Present or most recent Employment:

Job Title	Name & Address of Employer	Dates Employed
		From:
Reports to (Job Title)		To:
		Notice period / Reason for Leaving

Please give brief description of the main responsibilities/duties of the position:

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4 Previous Employment: (most recent first)

Job Title	Name & Address of Employer	Dates Employed
		From: To:
Reports to (Job Title)		Reason for leaving
Please give brief description of the main responsibilities/duties of the position:		

Job Title	Name & Address of Employer	Dates Employed
		From: To:
Reports to (Job Title)		Reason for leaving
Please give brief description of the main responsibilities/duties of the position:		

Job Title	Name & Address of Employer	Dates Employed
		From: To:
Reports to (Job Title)		Reason for leaving
Please give brief description of the main responsibilities/duties of the position:		

Please give similar details for earlier employment and record on a separate piece of paper

5 Other Information

Have you ever been convicted of a Criminal Offence? YES/NO
(Declaration subject to the Rehabilitation of Offenders Act)

Have you ever had any time off work because of sickness in the last 2 years of being employed? YES/NO
No. of days:

If offered the position applied for, do you intend to follow any other paid employment? YES/NO

What qualities do you think you can bring to the position applied for?

6 Interests/Leisure Activities

Please give below details of any interests, hobbies and leisure activities including Public Duties and voluntary work *(It may be that activities undertaken out of the working environment may equip applicants to undertake more responsibility, or have provided them with experience relevant to the workplace, and this might not be apparent from their recent work record).*

7 References

References suitable to the Company will be required before employment is confirmed. Please give details below of two most recent employment references. If you have not been previously employed, please give details below of two persons to whom the Company can apply for a reference. (Suitable persons may be a school teacher or college tutor).

Note: References will not be taken up without your prior agreement.

Name:	Name:
Job Title:	Job Title:
Company:	Company:
Address:	Address:
Post Code:	Post Code:

I confirm that the information I have given on this form is true and complete to the best of my knowledge and I understand that any false statement, or information, may be sufficient to cause rejection of my application or if employed, dismissal.

Signed: _____ Date: _____

Please return this completed application form to:

**The Personnel Manager,
Business Computer Solutions,
Satis House, 11 Elms Avenue,
Ramsgate, Kent CT11 9BW**

For Company use only

Acknowledgement of application sent	Date:	Initials:
Invited for interview	No: Unsuccessful letter sent Yes: Invite for interview sent	Date: Initials: Date: Initials:
Invited for 2nd Interview	No: Unsuccessful letter sent Yes: Invite for interview sent	Date: Initials: Date: Initials:
Evidence of Qualifications seen:	Date:	Initials:

Offer letter sent:	Date:	Initials:	Unsuccessful letter sent:	Date:	Initials:
Acceptance of contract received back:	Date:	Initials:		Date:	Initials:
Employment start date:	Date:	Initials:			
Reference 1 applied for :	Date:	Initials:	Reference1 received:	Date:	Initials:
Reference 2 applied for:	Date:	Initials:	Reference2 received	Date:	Initials: