

**POSITION APPLIED FOR:**

**Job Reference:**

*Please complete this Application Form in block capitals in black or blue ink*

**A: PERSONAL DETAILS**

Title (Mr/Mrs/Miss/Ms/other): \_\_\_\_\_ Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone *Private:* \_\_\_\_\_ *Business:* \_\_\_\_\_ *Mobile:* \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

**B: HEALTH & DISABILITIES**

Do you have any disabilities which may be relevant to this Job Application? **YES / NO**

If so, please describe them: \_\_\_\_\_

Are you Registered Disabled? **YES / NO** RDP No: \_\_\_\_\_

Overall state of health: EXCELLENT / GOOD / POOR

Hearing: EXCELLENT / GOOD / POOR

Eyesight: EXCELLENT / GOOD / POOR *SPECTACLES / CONTACT LENSES / NEITHER*

Please give details of any medical condition for which you have received treatment in the past 3 years:

\_\_\_\_\_

Have you had treatment for any condition relating to the abuse or misuse of drugs or alcohol within the last 5 years? **YES / NO**

If "YES" please provide brief details: \_\_\_\_\_

Are you prepared to undergo a medical examination? **YES / NO**

**C: DRIVING RECORD**

Are you a car owner? **YES / NO** Make / model / year: \_\_\_\_\_

Current Driving Licence: PROVISIONAL / FULL / PSV / NONE

Driving Licence valid from: \_\_\_\_\_ to: \_\_\_\_\_

Details of current endorsements : \_\_\_\_\_

Have you ever been disqualified from driving, or had insurance refused? **YES / NO**

If "YES" please provide brief details: \_\_\_\_\_



**G: EMPLOYMENT HISTORY**

*Please provide details of all employment, beginning with your present or most recent job first*

DATES		Employer	Salary	Position(s) held	Reason for leaving
from	to				

**H: VOLUNTARY & COMMUNITY WORK EXPERIENCE**

DATES		Organisation	Position(s) held	Duties
from	to			

**I: JOB FLEXIBILITY**

Prepared to work: **FULL-TIME / PART-TIME / SHIFTS**

If **PART-TIME** please indicate preferred hours: \_\_\_\_\_

Details of any other work which you will continue to undertake if you are offered this Job Position:

Please provide details of any outstanding holidays to be taken:

**AVAILABLE TO TAKE UP EMPLOYMENT FROM:** \_\_\_\_\_

**J: REFERENCES**

Please provide details of 2 referees who we may approach with regards to this Job Application. These referees must not be members of your family, and one must be your present or most recent employer:

- 1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Occupation: \_\_\_\_\_
  
- 2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Occupation: \_\_\_\_\_

**K: Declaration by Job Applicant**

**ANY PERSON, UPON SUBSEQUENT EMPLOYMENT, THAT IS FOUND TO HAVE KNOWINGLY SUPPLIED FALSE OR MISLEADING INFORMATION, OR HAS DELIBERATELY WITHHELD RELEVANT INFORMATION, WILL BE SUMMARILY DISMISSED**

I have read and understood the information supplied to me in relation to this Job Position, and the information requested in this Job Application Form. I confirm that all information supplied by me is true and correct to the best of my beliefs.

I give the prospective employer the right to follow up all references and to make any other job-related enquiries as may be deemed necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITIES EMPLOYER**

The sole criterion for selection of applicants will be suitability for the Job Position, regardless of age, gender, gender orientation, background, culture, ethnic denomination, religious affiliation, marital status or disability. This is in accordance with our declared *Equal Opportunities & Diversity Policy, No 106.*