

Application for Employment

Please complete in black ink

Job applied for.....

Ref no:..... Closing date:.....

Where did you see the job advertised?.....

Personal Details

Surname:		First name:	
Home address:			
Home tel no:	Work tel no:	May we contact you at work?	
E-mail address:			

Present post – or most recent employment

Job title:	Salary:	Start date:
		Leaving date:
Employer:		
Address:		
Notice required (if you have left, please give reason for leaving):		
Brief details of responsibilities and reporting relationships:		

Number Allocated.....

Previous employment:

Start with most recent

Dates employed	Employer's name and address	Job title and main duties	Reason for leaving

Education

Secondary and higher education / courses attended:

Date / Establishment	Examinations passed / professional qualifications / training undertaken	Grades

References

Please give the name and address of two referees, who should not be related to you. One of your referees should be your current or last employer.

A:	B:
Occupation:	Occupation:
Tel:	Tel:
Email :	Email:
May we contact this referee now?	May we contact this referee now?

Declaration

I confirm to the best of my knowledge that the information given on this application is true and correct and can be treated as part of any subsequent contract of employment.

Signed:..... Date:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.

Supporting Statements

You will sometimes use the same information more than once; please do not be afraid to do this. Only put qualifications which you feel are relevant for the job. (Don't forget to describe positively your skills and aptitude. Use active words like "I plan" or "I organised")

A. Explain how your knowledge is relevant to the job applied for

B. Describe your experience which is relevant for the job

C. Demonstrate how your aptitude and skills will enable you to do the job

D. Why do you feel you would be a suitable candidate for this job?