

Employment

List below present and past employment, beginning with your most recent/present (continue on a separate sheet if necessary)

Name & Address of Employer	From Month Year	To Month Year	Starting Salary	Leaving Salary	Name of Manager
	/	/	£	£	
			per	per	
	Job Title				
	Describe your duties				
Telephone					
Type of business					
	Reason for leaving				

Name & Address of Employer	From Month Year	To Month Year	Starting Salary	Leaving Salary	Name of Manager
	/	/	£	£	
			per	per	
	Job Title				
	Describe your duties				
Telephone					
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Name & Address of Employer	From Month Year	To Month Year	Starting Salary	Leaving Salary	Name of Manager
	/	/	£	£	
			per	per	
	Job Title				
	Describe your duties				
Telephone					
Type of business					
	Reason for leaving				

Experience

Outline particular experience gained in previous positions, or in activities outside of work that you feel show your aptitudes and skills for the position applied for.

Interests

Give details of your main interests and the depth to which these are pursued.

Additional Information (for example membership of professional bodies)

Give any further information which you think may assist us in considering your application.

References

Please provide names, addresses and occupations of two referees (not relatives), one must be your current/most recent employer whom we may approach with regard to your application.

Name	Name
Occupation	Occupation
Address	Address
Telephone	Telephone

Can we approach this referee prior to interview?

Yes No

Yes No

Can we approach this referee prior to appointment?

Yes No

Yes No

I declare that to the best of my knowledge and belief the information given in this application is correct and I consent to it being held on file under the terms of the Data Protection Act 1998.

Signature _____ **Date** _____

For Office Use Only

Application form evaluated by	Date
Comments	

Action			
1 st Stage INTERVIEW	Date	or REJECT <input type="checkbox"/>	or HOLD <input type="checkbox"/>
2 nd Stage INTERVIEW	Date	or REJECT <input type="checkbox"/>	or HOLD <input type="checkbox"/>
3 rd Stage JOB OFFER	Date	or REJECT <input type="checkbox"/>	or HOLD <input type="checkbox"/>

Offer details

Note: To comply with the Asylum & Immigration Act 1996, if you are invited to attend an interview, you must bring with you evidence of your eligibility to work in the UK, preferably a document which includes your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.