

# Confidential Employment Application

Application for employment as

**Personal Details**

Surname .....  
Forenames .....  
Address .....  
Post code..... e-mail .....  
Home telephone number ..... Date of birth.....  
..... Age.....  
Nationality..... Marital status .....  
Number of children/dependants..... Ages.....  
Hobbies and interests .....

**Next of kin (to be contacted in case of emergency):-**

Name ..... Relationship.....  
Address .....  
.....  
Telephone number: Home..... Work.....  
Do you have any permanent or persistent health problems? YES/NO\*  
Do you have any physical condition which could affect your ability to carry out the job for which you are applying? YES/NO\*  
Are you registered disabled? YES/NO\*  
If you have answered YES to any of these questions, please give details:.....

**Employment Details**

Have you previously been employed or applied for employment with this company? YES/NO\*  
If YES give details: .....  
Do you have any other commitments which might limit your working hours? eg Military or Local Government. YES/NO\*  
If YES give details: .....  
Have you been convicted of a criminal offence? YES/NO\* Are any proceedings pending relating to a criminal offence? YES/NO\*  
If YES give details and dates: .....  
Do you know anyone employed by this company? YES/NO\*  
If YES state name and position:.....  
Give details of any holiday commitments .....  
If offered this job, when could you start? .....  
Please give an indication of your salary expectations .....£.....  
Do you hold a full clean driving licence? YES/NO\*                      Full                      Provisional                      Penalty Points

**Medical Details**

Name and address of your doctor.....  
.....  
..... Telephone number .....

Registered disabled? YES/NO\* ..... If yes give registration number .....

Give details and dates of all serious illnesses .....

How much absence from school/work have you had due to ill health in the past two years?  
..... Weeks ..... Days

Causes .....

Known allergies .....

**Education**

Dates	Names of school/university	Examinations taken and results

**Traning Services**

Dates	Course title and sponsor	Subject studied and results

**Qualifications**

Give details of any professional, technical or other qualifications which you hold including members of professional associations  
.....  
.....  
.....

**Additional Information**

Add any other information you wish to give in support of your application, eg. relevant activities and interests  
.....  
.....  
.....

**Present Employers (or last employers if unemployed)**

Name and address .....  
..... From ..... To .....

Nature of Business ..... Position/Job Title .....

Give details of your responsibilities and duties in your present position (or last if unemployed) and principal achievements  
.....  
.....  
.....  
.....

Why do you wish to leave your present position (or last position if unemployed)?  
.....  
.....  
..... Final Salary .....

**Details of previous employment (in date order)**

Name and address .....  
..... From ..... To .....

Nature of Business ..... Position/Job Title .....

Reason for leaving .....  
..... Final Salary .....

Name and address .....  
..... From ..... To .....

Nature of Business ..... Position/Job Title .....

Reason for leaving .....  
..... Final Salary .....

Name and address .....  
..... From ..... To .....

Nature of Business ..... Position/Job Title .....

Reason for leaving .....  
..... Final Salary .....

Name and address .....  
..... From ..... To .....

Nature of Business ..... Position/Job Title .....

Reason for leaving .....  
..... Final Salary .....

**Referees**

Please give the names and addresses of two people (not relatives) who you know well. One should be your present or last employer.

References will not be taken up without prior discussion with you

Name .....	Name .....
Occupation.....	Occupation .....
Address .....	Address .....
.....	.....
.....	.....
Telephone.....	Telephone .....

**Skills Matrix**

If a skills matrix is enclosed we would be grateful if you could complete and enclose the information with this application in order for us to identify additional skill levels - Thank you.

**Declaration**

I confirm that the information given is correct and understand that misleading statement may be sufficient grounds for cancelling any agreement made. I also understand that any questions left unanswered may be discussed at any interviews arising from this application.

Signature of applicant ..... Date .....

Office Use Only

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Interviewed by ..... Date .....



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