

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR:

The information provided in this form will be used to make an initial assessment of your suitability for immediate or future employment and also for recording purposes in the event of you accepting an appointment. Since it is designed to apply to all types of appointments, some of the questions may not be appropriate in your case. You may feel free to ignore any questions you prefer not to answer, but you should bear in mind that omission of relevant information might result in your application being rejected.

PERSONAL DETAILS:

Title: (state Mr, Mrs, Miss, etc)	Address line 1:
Surname:	Address line 2:
First Name:	Address line 3:
Middle or Second Name:	Town or City:
National Insurance Number:	County:
Are you over 18 years old?	Post Code:
Daytime Telephone:	Mobile:
Evening Telephone:	Email:

EMPLOYMENT HISTORY:

Please detail your previous three employment details starting with your present or most recent employer, gaps in employment history must be justified.

Name of Employer:
Address of Employer:

Type of Business:
Dates Employed From:
Dates Employed To:
Position/Title held:
Starting Salary: £ £ £
Leaving Salary: £ £ £
Reason for Leaving:

EDUCATION:

Name of School, College, University:
Address:

Subject/courses taken & study level:

Examination results & grades achieved:

REFERENCES:

Please give details of two referees you have personally worked for, one of which must be your current or most recent employer and both within the past six years employment history. Note: Friends and family cannot be used as referees and job offers are strictly subject to satisfactory receipt of the references.

Name Of Company or Organisation:

Name Of Referee:

Position or Job Title:

Company Address:

Postcode:

Telephone Number:

Email Address:

ENTITLEMENT TO WORK:

Potential employees **must** produce evidence of their eligibility to work within the United Kingdom before they are given employment. Acceptable documentation includes Birth Certificate, National Insurance Cards, P45, P60 and passports. Asylum Seekers and Foreign Nationals **MUST** produce other documentation as stated in the current Immigration and Nationality Directorate legislation. If an offer of employment is made to you we will write to you to set out the exact information that you must provide us with.

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (if yes please provide details below)

Do you require a work permit to work in the UK?

DECLARATION OF CRIMINAL CONVICTIONS:

Please complete this section if you have a criminal conviction which is not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended). Disclosure of a conviction does not automatically exclude applicants from consideration, however the offence will be taken into account if it is considered to be one which would make you unsuitable for the type of work to be done.

Name and Address of the court who dealt with your conviction

What was the nature of the Offence?

What was the date of the sentence passed?

OTHER EMPLOYMENT:

Do you currently have alternative paid employment that you will be retaining whilst employed in this position?

If yes, are the working days/hours set each week and is there any likelihood of either job interfering with the other?

If so, what is the average number of hours worked?

What is your average salary before tax per week?

Does this employment or did any previous employment involve exposure to moderate or high levels of noise?

Describe the nature of your exposure.

If so, are you receiving or did you receive adequate protection from your employer to minimise the exposure?

Has your employer ever provided you with training and information on how to use and care for any hearing protective equipment?

Was the protective equipment regularly maintained and kept in a good clean condition?

TELL US ABOUT YOU:

What type of work are you applying for: Full-time Part-time Permanent Temporary
 (Only tick one box)

If full-time how many hours are suitable? _____
 If part-time how many hours are suitable? _____

Do you have your own transport home? _____
 How far do live from the unit location in distance? _____
 If a position was available, would you be interested in working in an alternative venue at term or holiday periods? _____

What position have you applied for? _____
 Are you a student in full time education? _____

DECLARATION:

I confirm that to the best of my knowledge and belief the information I have given is correct. I understand that any misrepresentation, falsification or omission of factual information requested on this application form may lead to my dismissal or the withdrawal of any offer of employment made.

DATA PROTECTION:

The information that you provide on this form and that obtained from other relevant sources (including the use of a credit vetting process) will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or any third party via your pay-slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of the data supplied to us in your application for employment (including your personal information and other sensitive personal data) in accordance with our registration with the Data Protection Commission.

I confirm that I am over 18 years of age.

Signature _____ Date _____

INTERVIEW ASSESSMENT – FOR OFFICE USE ONLY

Interviewed By: Date:

General Appearance	<input type="text"/>	Experience	<input type="text"/>	Attitude	<input type="text"/>
Aptitude	<input type="text"/>	Confidence	<input type="text"/>	Speech	<input type="text"/>

Interviewer's report and reason for decision as indicated below:

Decision:	Rejection	<input type="checkbox"/>	Accept	<input type="checkbox"/>	Further Interview	<input type="checkbox"/>	Date of re-interview	<input type="text"/>
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Decision Made By: Date: