

## APPLICATION FOR EMPLOYMENT

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

Post code: \_\_\_\_\_ Country: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Are you a citizen of the EU or EEA? Yes/No

If not, do you have a valid work permit or another right to work in the UK? \_\_\_\_\_

### Education

Secondary School with dates: \_\_\_\_\_

Exams passed with grades \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

College/Univ. with dates: \_\_\_\_\_

Degree: \_\_\_\_\_

Postgrad/Other qualifications with dates: \_\_\_\_\_

Degree: \_\_\_\_\_

### Previous Employment (Begin with most recent position)

#### ***Most recent***

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Nature of business: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Position(s) held: \_\_\_\_\_

Ending salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

#### ***Previous Employer***

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Position(s) held: \_\_\_\_\_

Ending salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Previous Employer**

Firm: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Nature of Business: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Position(s) Held: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**References**

Please provide the names and addresses of two people to whom you are not related and by whom you have not been employed.

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Who referred you to us? (advertisement, person or agency): \_\_\_\_\_

Summarise your special skills or qualifications: \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge. I authorise you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application. In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Department Use Only**

Action: \_\_\_\_\_