

APPLICATION FOR EMPLOYMENT

Position applied for:	
-----------------------	--

PERSONAL DETAILS:

Mr / Mrs / Miss / Ms. *(please circle)*

Surname:

First name(s):

Address:

Telephone:	Postcode:	
Email address:	Home:	Mobile:

Do you hold a full current Driving Licence: YES NO

Do you have any current driving convictions/endorsements: YES NO

If 'YES' please give details including dates:

Date(s) & details

FULL EMPLOYMENT HISTORY

Please list details of all employment including the names and addresses of all employers, dates employed, positions held, full or part time working commencing with your current or most recent position. Please use the designated box to explain any existing gaps in your employment history.

Employer	From DD/MM/YY	To DD/MM/YY	Position Held	Salary p/a	Reason for leaving

Please give explanation for existing gaps in employment:

From DD/MM/YY	To DD/MM/YY	Reason for gap

EDUCATION, TRAINING & QUALIFICATIONS

School, Colleges and Universities attended should be listed with dates and qualifications awarded commencing with the most recent. (Please continue on an additional sheet if necessary and mark it clearly with your name).

School/College/University	From DD/MM/YY	TO DD/MM/YY	Subjects (with grades)

REFERENCES

You should include your current and your previous employer.

*However, references must cover the past 3 years continuously. Please provide **all** current and previous employers worked within this time frame of your employment as from today.*

If you are under 25 please include the Head of your previous/last educational establishment as one employer if falls within your last 3 years of employment.

PLEASE NOTE – References will only be requested should you be successful in gaining a conditional offer following your formal interview. The reference requests will be sent when your conditional offer of employment is sent to you.

	Name	Position	Organisation	Address, telephone & email
1.				
2.				
3.				

I am happy for Sixteen Plus to **contact my previous employers** directly without any further consent if I am successful in gaining a conditional offer of employment -

YES <input type="checkbox"/>	NO <input type="checkbox"/>
------------------------------	-----------------------------

I am happy for Sixteen Plus to **contact my current employers** directly without any further consent if I am successful in gaining a conditional offer of employment -

YES <input type="checkbox"/>	NO <input type="checkbox"/>
------------------------------	-----------------------------

Right to Work: Do you have the legal right to work in the location in which you are applying to work?

Yes

No

DECLARATION:

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purpose of on-going personnel administration and payroll administration in compliance with the Data Protection Act 1998.

Signature:

Date:

Data protection statement

The personal information collected on this form and attachments (which include the collection of sensitive, personal data) are collected for the purpose of recruitment, personal administration (for new employees) and monitoring. Unless you direct otherwise (for instance if you would like us to keep this application on file for future vacancies) if your application is unsuccessful, your data will be destroyed after 6 months. It is our policy to protect and keep secure all personal data collected and which will be processed for the purposes of recruitment, and if you are employed by us, the administration of your employment and for no other purposes.