



**Otley Road, Leeds, LS16 5PS Tel: (0113) 230 6000**

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

Position Applied For

When would you be free to take up employment?

**PERSONAL DETAILS**

Surname  Title (Mr.Mrs.etc)  National Insurance Number

Forenames (in full)  Nationality

Address (for further communications)   
  
 Postcode  Contact Telephone Number   
How Would You Travel to Work?

HOURS AND DAYS YOU CAN WORK							
	Mon	Tue	Wed	Thur	Fri	Sat	Sun
AM							
PM							

**LAST OR PRESENT EMPLOYER**

Date From:  Date To:

Job Title

Employer Name and Address

Duties and Responsibilities

Rate of Pay

Reason for Leaving



**OTHER SKILLS**

LANGUAGES	Fluent	Working	Slight
	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
Are you a registered first aider?	YES OR NO <input style="width: 100%; height: 100%;" type="text"/>	Registration Number: _____	
PLEASE LIST ANY ADDITIONAL JOB SKILLS YOU HOLD, EVEN IF NOT ASSOCIATED WITH THE POSITION			

**ACTIVITIES AND OTHER POSITIONS OF RESPONSIBILITY**

At School/College	
Elsewhere	
Other Interests/Hobbies	

**OTHER PERSONAL DETAILS**

Have you been absent from work in the past 3 years?	YES OR NO	If 'YES' please give details
	<input style="width: 100%; height: 100%;" type="text"/>	
	<input style="width: 100%; height: 100%;" type="text"/>	
Do you have a disability?	YES OR NO	If 'YES' please give details
	<input style="width: 100%; height: 100%;" type="text"/>	
If so, please describe any reasonable adjustments that could be made to the recruitment process/vacancy to assist your application		
Are you related to any members of staff?	YES OR NO	If 'YES' please give details
	<input style="width: 100%; height: 100%;" type="text"/>	
Do you need a work permit to work in the U.K.?	YES OR NO	If 'YES', please provide documentation
	<input style="width: 100%; height: 100%;" type="text"/>	
Do you have any current driving convictions/licence endorsements?	YES OR NO	If 'YES' please give details
	<input style="width: 100%; height: 100%;" type="text"/>	
Do you have any criminal convictions not considered 'spent'?	YES OR NO	If 'YES' please give details
	<input style="width: 100%; height: 100%;" type="text"/>	

## REFERENCES

Please give the names and addresses of two people who have consented to act as referees on your behalf, one of whom should be your present or most recent employer. Please do not include relatives or personal friends.

NAME		NAME
ADDRESS		ADDRESS
TELEPHONE		TELEPHONE
RELATIONSHIP TO YOU		RELATIONSHIP TO YOU

I authorise the company to obtain references to support this application once an offer has been made and accepted. I further release the company and referee from any liability caused by giving and receiving such information.

I confirm that the information provided on this form is to the best of my knowledge, true and complete. I understand that any false statement may be sufficient cause for rejection or, if employed, dismissal which may lead to criminal proceedings.

### FOR OFFICE USE ONLY

<b>Shortlist</b>		<b>Reason</b>	
<b>Interview</b>		<b>Reason</b>	
<b>Decline</b>		<b>Reason</b>	

### Interview notes

<b>Offer</b>		<b>Reason</b>	
<b>Decline</b>		<b>Reason</b>	

### Offer details

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