

Confidential Application Form

Date of application:

Position applied for:

1: PERSONAL DETAILS:

Mr Mrs Miss Other

Surname: _____ Home tel no: _____

First name/s: _____ Mobile: _____

Home Address: _____ Private Email: _____

May we contact you at work? YES NO

_____ Work Tel No: _____

Postcode: _____ Work Email: _____

Do you possess a full, current clean driving license? YES NO

Are you eligible for work in the United Kingdom? YES NO

Do you hold a valid EU passport? YES NO

Date of Issue: _____ Country of Issue: _____

Have you ever been convicted of a criminal offence which is not a 'spent' conviction within the meaning of the Rehabilitation of Offenders Act 1974? YES NO

If yes, please provide details:

WARNING. FAILURE TO DECLARE SUCH A CONVICTION MAY DISQUALIFY YOU FROM EMPLOYMENT OR RENDER YOU LIABLE TO INSTANT DISMISSAL.

2: EDUCATION: SCHOOLING:

DATES FROM AND TO	NAME & ADDRESS OF SCHOOL	QUALIFICATIONS GAINED

FURTHER EDUCATION:

DATES FROM AND TO	NAME & ADDRESS OF COLLEGE/UNIVERSITY	QUALIFICATIONS GAINED

3: EMPLOYMENT HISTORY: starting with your present or most recent employer

NAME AND ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT FROM / TO	POSITION HELD	SALARY
	Day Month Year to Day Month Year		

REASON FOR LEAVING:

NAME AND ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT FROM / TO	POSITION HELD	SALARY
	Day Month Year to Day Month Year		

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NAME AND ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT FROM / TO	POSITION HELD	SALARY
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NAME AND ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT FROM / TO	POSITION HELD	SALARY
	Day Month Year to Day Month Year		

REASON FOR LEAVING:

What length of notice do you need to give your current employer? _____

Do you have any holidays booked over the next twelve months? _____

4: REFERENCES:

All employment at Stanley House is subject to us obtaining satisfactory references. We require the names and details of three referees, two of which should be previous employers within the last three years. A reference will also be sought from your present or most recent employer, however we shall not contact them until you have signed and returned your initial offer letter.

PLEASE GIVE NAMES AND ADDRESSES OF TWO WORK REFEREES,

PRESENT/MOST RECENT EMPLOYER REFEREE

Name: _____ Telephone: _____

Company: _____

Address: _____

Postcode: _____

FIRST REFEREE (PREVIOUS EMPLOYER)

Name: _____ Telephone: _____

Company: _____

Address: _____

Postcode: _____

SECOND REFEREE (PREVIOUS EMPLOYER)

Name: _____ Telephone: _____

Company: _____

Address: _____

Postcode: _____

THIRD REFEREE (PERSONAL OR PREVIOUS EMPLOYER)

Name: _____ Telephone: _____

Company: _____

Address: _____

Postcode: _____

5 PROFESSIONAL/VOCATIONAL QUALIFICATIONS

DATE:

QUALIFICATION:

6 WHY DO YOU THINK YOU ARE SUITABLE FOR THE POSITION YOU HAVE APPLIED FOR?

7 WHAT ARE YOUR INTERESTS/LEISURE ACTIVITIES?

9: DECLARATION: PLEASE CHECK THE ANSWERS YOU HAVE GIVEN ON THIS APPLICATION FORM AND READ THE STATEMENT BELOW BEFORE SIGNING THE FORM.

I understand that any offer of employment will be made subject to references which are satisfactory to the Company being obtained.

I declare that the facts contained in this application for employment are, to the best of my knowledge and belief, true and complete. I understand that any false information may disqualify me from employment or render me liable to dismissal.

APPLICANTS SIGNATURE:

DATE: