



**YOUR CURRENT JOB**

|                    |                      |                                |                      |
|--------------------|----------------------|--------------------------------|----------------------|
| Company name       | <input type="text"/> |                                |                      |
| Nature of business | <input type="text"/> |                                |                      |
| Job title          | <input type="text"/> | Notice period                  | <input type="text"/> |
| Salary & Benefits  | <input type="text"/> |                                | <input type="text"/> |
| Date you joined    | <input type="text"/> | Date you left (if appropriate) | <input type="text"/> |

Please describe the organisation, the section or department in which you work, and your main responsibilities. Briefly outline what you consider to be your major achievements to date, and your reasons for wishing to leave.

**HOW YOU MEET THE CRITERIA**

Please provide a few examples of your experience that demonstrates you have the skills that we think are a priority for this post. You may use experiences from outside work, such as voluntary work or work in the home.

**YOUR PREVIOUS EMPLOYMENT**

| Employer | Length of time (in years and months) | Positions held | Main Responsibilities and Duties | Salary & Benefits | Reason for Leaving |
|----------|--------------------------------------|----------------|----------------------------------|-------------------|--------------------|
|          |                                      |                |                                  |                   |                    |

**ADDITIONAL INFORMATION**

Do you have or have you had a disability? Yes  No

If you have, or have had a disability that affects your ability to carry out any aspects of this job, please state any reasonable adjustments that we could make to the job.

Do you require any assistance to attend and participate in an interview? Yes  No

If so, please give details:

|  |  |
|--|--|
| Knowledge of Foreign Languages<br><small>Please state level (conversational, Intermediate, Fluent)</small> |  |
| Details of Spare time Hobbies or Interests   |  |
| Details of Previous Applications to the Company  |  |
| Have you any relatives employed by the Company   |  |

Have you attached a CV in Word Format? Yes/No (please delete as applicable)

**DRIVING LICENCE DETAILS**

|  |                    |
|--|--------------------|
| Do you have a current licence valid in the UK?<br>YES/NO | Type of Vehicle:   |
| Expiry Date:   | Issuing Authority: |
| Current Endorsements:                                    |                    |

**WHERE ARE YOU PREPARED TO WORK**

|  |                              |
|--|------------------------------|
| Anywhere in the UK: YES/NO                               | Overseas: YES/NO             |
| In certain parts of the UK only (area):                  | In one location only (town): |
| <b>Do you have the right to live and work in the UK?</b> | <b>YES/NO</b>                |

**REFERENCES**

Please provide details of references: These should include your current employer, who will not be approached without your consent. References will only be contacted following an offer of employment. (Any offer of employment will be subject to satisfactory references).

| NAME | TITLE | ADDRESS & TELEPHONE No |
|------|-------|------------------------|
| 1    |       |                        |
| 2    |       |                        |
| 3    |       |                        |

Are there any dates you will **NOT** be available for an interview? If so, please give details:

I certify that the information contained on this form is correct to the best of my knowledge and will form part of my contract of employment should a job offer be made. I agree to the Company verifying the information given.

Signature:..... Date: .....