



Application form

Application for employment as a Prospective Working Member

Please fill out by hand and write clearly! - thank you

Surname (Block letter)

Other names.....

Address.....

.....

.....

Telephone

Email Address

How did you hear about the position advertised?.....

If successful how soon would you be able to start?.....

Education and training:

.....

.....

.....

.....

Details and results of any examinations taken:

.....

.....

.....

.....

Further education (e.g. technical college, evening classes):

.....

.....

.....

.....

Any craft or other training:

.....

.....

.....

Have you ever been convicted of a criminal offence? Yes/no
(declaration subject to the Rehabilitation of Offenders Act 1974)

Have you been disqualified from being a director of a limited company at the present time?

Yes/no

If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

.....

Interviews are expected to take place first week in March. Are there any dates when you will not be available for interview?

.....

If you are short listed we will require you to work a half day before your interview to give you the opportunity to learn more about us and meet our staff members. If this is not possible (for example you are currently employed) please inform us so we can make other arrangements with you. Also the interview may be held on a separate day to the work day. Our short listing process can take several weeks. Once the above process has taken place and the person appointed we will then inform the unsuccessful applicants.

Please provide two references. We will not follow up any references until you have been short-listed. It is acceptable to provide written references with this application if you are happy to do so.

Name, Address, Telephone and Email address (if known)

.....
.....
.....
.....

Medical Details

Please inform us of any serious illness or operation you have had in the past ten years and include any other relevant information about your general health. You are not required to answer this question and it will have no effect on your application. It may help us to adjust your working environment should you be successful.

.....
.....
.....
.....

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature Date

Please attach your CV and the Skills and Abilities document requested above. Failure to complete the Skills and Abilities document will mean your application will not be considered and will be rejected with no further correspondence.