

Penrice House Job Application Form

Title of post applied for:	Date:	
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Please write clearly in black ink or type.

Confidential

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		Initials:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address:		Tel No (home):	
		Tel No (mobile):	
		Nat. Insurance No:	
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Where did you learn of the post?			
Preferred work arrangements:	Full or part time hours:		

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification will be required)

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Other Professional Qualifications currently held - grade and date:

Other relevant Educational or Training Courses, with dates:

3. PRESENT POST

Title of Post:		Salary/Hourly rate:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	
Please outline your responsibilities:			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are not available for interview:			

4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary.)

Name and Address of Employers	Position held	Reason for leaving	Final salary/hourly rate
Description of duties:			

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Description of duties:			

5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB:

6. OTHER INFORMATION

What activities outside work interest you? (State also any positions held you consider relevant.)

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Do you hold a current driving license?	Yes No	Do you have access to a car?	Yes No

Disabilities

If selected for interview, do you require any special arrangements to be made on account of a disability?	Yes No
If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:	

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Have you any convictions that are not spent under Rehabilitation of Offenders Act?	Yes No
If Yes, please provide further details: [Spent convictions do not have to be declared]	
[As this post is covered by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975, both spent and unspent convictions must be declared]	

7. REFERENCES

Referee 1

Referee 2

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address		Address:	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Please state if we may obtain this reference prior to interview.	Yes No	Please state if we may obtain this reference prior to interview.	Yes No

8. DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:

Date:

The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.