

Application for Employment

Please complete this form accurately giving as many details as possible of your skills and experience relating to this job application. Short-listing will be based upon the information gathered from this form. If you do not have sufficient space on the form to place the relevant details then please use a separate sheet.

We will keep the information you provide on the application form private and confidential and will only use it for the purpose of recruiting and selecting new members of staff

Position applied for	
How or where did you find out about this vacancy?	

Personal details

Title (Mr, Mrs, Miss, Ms)	
Surname	
First name or names	
Address with postcode	
E mail	
Mobile	
Daytime phone	
How would you prefer us to contact you?	
Are there any dates you are unavailable for interview?	
National Insurance Number	

Do you hold a current driving licence	Yes / No
Is it a full/provisional licence	Yes/ No
Is your driving licence free of endorsements	Yes / No

Please give details of any points or driving convictions including any pending convictions (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (As amended))

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Current (or most recent) employment or work experience

Title of Post	
Name and Address of Employer	
Nature of Business	
Date of Appointment	
Current Salary or salary when you left	
Period of Notice	
Reason for Leaving	

Main tasks and areas of responsibility

Please provide brief details about your work. Include details of your responsibilities and achievements (Continue on a separate piece of paper, if necessary).

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Employment history continued

You may use extra sheets if you need more space. Please make sure the **job title** and **reference number** of the post which you are applying for are on the top of any extra sheets.

Please give details of your previous employment history. Please give a brief explanation of any periods of unemployment

Employer's Name	Job Title	Date from	Date to	Reason for Leaving



Education and Training

You may use extra sheets if you need more space. Please make sure the **job title** and **reference number** of the post which you are applying for are on the top of any extra sheets.

(most recent first). Include any qualifications for which you are currently studying/expect to attain.

* Inclusion of qualification dates is not compulsory

Schools, College, University or other training organisation	From *	To *	Subjects studied	Qualification level	Date gained

You may use extra sheets if you need more space. Please make sure the **job title** and **reference number** of the post which you are applying for are on the top of any extra sheets.

Membership of Professional Organisations

Name of professional organisation	Grade of Membership

Job related training

Please give details of any long or short courses you have been on, qualifications or awards you have gained or continuous professional developments which would support your application.

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Skills and abilities

This section is for you to give specific information in support of your application. After reading the Job Description and Person Specification carefully consider to what extent you have gained the necessary skills and experience necessary for the post.

Your experience need not have been gained in paid employment and may include special interests relevant to the post.

Experience: What previous experience do you have that will specifically help you in this role?

Knowledge: What knowledge do you have that will specifically help you in this role?

Skills: What skills do you have to enable you to perform this role to a high standard?

Personal attributes: What is about the job that appeals to you most?

References

All appointments depend on us receiving satisfactory references. Please provide details of two referees who we can contact. If you are currently or have recently been in employment, one of these should be your current or last employer. If not, a referee should be a person who can make a statement with regards to your character, e.g. a school or college teacher.

Referees should not be members of your family or related to you in any way.

Name	
Company (if applicable)	
Job title (if applicable)	
Address	
Telephone	
Fax	
E mail	
Nature of your relationship	

Name	
Company (if applicable)	
Job title (if applicable)	
Address	
Telephone	
Fax	
E mail	
Nature of your relationship	

I give/do not give permission to take up my reference prior to an offer of employment being made (Please delete clearly as appropriate). We will only contact referees with your agreement).

Data Protection Statement

The information you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

We may check the information collected with third parties or with any other information held by us. We may also use or pass to the third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing or sensitive personal data (as described above) in accordance with our registration with the Information Commissioner

Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal.

I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if Prime believes it appropriate) a medical report, all of which must be deemed by Prime as satisfactory

Signed:

Dated: