

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Return this form to: email address as stated on the Job Advertisement

Ref. No: N/A

POSITION APPLIED FOR _____

Surname:	Forename(s):	Title
Address:		
Postcode		
Email:		Telephone Number:
National Insurance Number:		
Current driving licence?	Yes/No	Details of any endorsements
Groups:	Expiry Date:	
Are there any restrictions on you taking up employment in the UK? Yes No (If yes, please provide details)		

EDUCATION HISTORY

Schools	Qualifications gained
Colleges / Universities	Qualifications gained
Other Training	

EMPLOYMENT HISTORY

(Please complete in full and use a separate sheet if necessary starting with your most recent employment and give reasons for any gaps in employment)

Name, address and dates of current employment	Job Title	Duties	Salary on leaving	Reason for Leaving
Name, address and dates of previous employment	Job Title	Duties	Salary on leaving	Reason for Leaving

Notice required in current post:

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

REFERENCES

Please note here the names and addresses of the **past 5 years** of employment references from whom we may obtain work experience references from and the name and address of **a character reference** we may also contact. **(Please complete in full and use a separate sheet if necessary)**

1	Name:	2	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Tel No:		Tel No:
	May we approach the above prior to interview? Yes/No		May we approach the above prior to interview? Yes/No
3	Name:	4	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Tel No:		Tel No:
	May we approach the above prior to interview? Yes/No		May we approach the above prior to interview? Yes/No
5	Name:	6	CHARACTER REFERENCE
	Position:		Name:
	Organisation:		Position:
	Address:		Address:
	Postcode:		Postcode:
	Tel No:		Tel No:
	May we approach the above prior to interview? Yes/No		May we approach the above prior to interview? Yes/No

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

CAUTIONS REHABILITATION AND CRIMINAL RECORDS

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Disclosure Scotland.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? Yes/No

If YES, please give details:

GENERAL COMMENTS

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the personnel specification).

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: Date:

All our positions are subject to successful completion of Employee Security Screening checks in line with BS7858

Tracesmart Ltd would like to thank you for applying for this vacancy. However, due to the amount of applications we receive it is impossible to reply to them all. If you do not hear anything within 4 weeks of applying you will not have been shortlisted.