# Information

Please ensure that you complete this form in a legible manner and return it on or before the closing specified date. Any late applications will not be considered. All information that is provided will be treated in the strictest confidence.

Please attach your Cover Letter and CV to this form.

# Position Applied For:

|  |
| --- |
|  |

# Personal Details:

|  |  |
| --- | --- |
| Surname: |  |
| Family Name: |  |
| Preferred Name (optional): |  |
| Address: |  |
| Post Code: |  |
| Contact Number: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| Do you have the right to work in the UK?  Prior to commencing employment an applicant will be require to produce the original specified documents. | YES / NO |

|  |  |
| --- | --- |
| Do you hold a current UK driving licence? (if required) | YES / NO |

|  |  |
| --- | --- |
| Do you require any special arrangements made for your interview on account of disability? | YES / NO |
| If yes, please give a brief description of any special arrangements that you require: |  |

# Other Details

|  |  |
| --- | --- |
| Please confirm if you are unavailable on any particular interview dates and we will try and accommodate your availability, where possible. |  |

|  |  |
| --- | --- |
| If appointed, when could you start work? |  |

|  |  |
| --- | --- |
| How did you learn of this vacancy? |  |

# References

Please provide the names of referees who can be contacted to provide a reference. One reference must be your present or more recent employer.

|  |  |  |
| --- | --- | --- |
| Name: | 1 | 2 |
| Position: |  |  |
| Company Name: |  |  |
| Address: |  |  |
| Postcode: |  |  |
| Nature of Relationship: |  |  |
| Contact Number: |  |  |
| Email Address: |  |  |
| Can we contact prior to interview? | YES / NO | YES / NO |

# Declaration

Information from this application may be processed for purposes by the company under the General Data Protection Regulation (GDPR). I hereby give consent to the company to process my data supplied in this application form for the purpose of recruitment and selection.

I declare that all information given in support of my application is, to the best of my knowledge, correct. I understand that false or misleading statements or omissions may, in the event of employment, result in dismissal.

I understand that if successful, the information will be used to form my personnel record and will be retained for the duration of employment. If I am not successful, I understand that the company will retain the form for a maximum of 6 months’ and they may use it to contact me in the event of there being any other vacancies for which I may be suitable.

|  |  |
| --- | --- |
| Signed/Print Name: |  |
| Date: |  |