

8 Kings Road

North Ormesby

TS3 6NF

**Application for Employment**

Position applied for ……Business Manager

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| --- |
| Name: |
| Address:  Postcode: |
| How long have you lived at this address? |
| Home Tel: Mobile: |
| Other addresses at which you have lived at in the past 2 years, if any. |
| Have you been found guilty of any offence (including conditional discharges) in a court of law (including a youth court or court martial) or received any caution, reprimand or warning? (if any conviction is spent then you can circle **no**). **Yes No**  If **yes** give full details. |
| We have a legal obligation to ascertain whether you have the right to be employed and work in the UK. Are you aware of any restriction on you working in the UK? **Yes No** |

**We are an equal opportunity employer**

**EDUCATION/TRAINING**

|  |  |
| --- | --- |
| Last school attended | Qualifications |
|  |  |

**FURTHER EDUCATION/TRAINING**

Please give details of further education training to date.

|  |  |
| --- | --- |
| College/university attended | Qualifications |
|  |  |

|  |  |
| --- | --- |
| Membership of any technical or professional associations |  |

**EMPLOYMENTHISTORY**

Employment includes paid work and voluntary positions.

|  |  |
| --- | --- |
| Current/ most recent employers  Name:  Address:  Post code: | Nature of business |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates from/to  MONTH & YEAR | Position | Salary | Outline duties and reason/s for leaving |
|  |  |  |  |

**PREVIOUS EMPLOYMENT AND ANY REASONS FOR ANY BREAK IN EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates from/to  MONTH & YEAR | Employers name and nature of business | Post held and final salary | Outline duties and reason/s for leaving |
|  |  |  |  |

**Full** name and postal address of two referees – including your current/last employer. (To be taken up only if you accept a position with us)

|  |  |
| --- | --- |
| 1. | 2. |

|  |
| --- |
| Please give a date when you would be available to commence employment. |

**Supporting statement**

Please refer to the specification when providing your supporting statement.

Previous knowledge, experience and any professional qualifications which you feel relevant to the post may be included here. Curriculum vitae will not be accepted for this purpose.

Additional sheets may be attached if necessary. Please ensure you have completed all the sections on this application. Post the completed form to the address at the top of page 1 by the specified closing date.

|  |
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|  |

I warrant the information given within this application form is accurate and refers to all relevant personal and employment details of which a prudent employer would wish to be aware in considering any employment offer.

ANY OFFER OF EMPLOYMENT WILL BE SUBJECT TO SATISFACTORY REFERENCES AND OTHER CHECKS DETAILED IN THE OFFER LETTER

Date: Signature:

|  |
| --- |
| FOR OFFICE USE ONLY  INTERVIEW RECORD |
| Interviewed by: Date: |
| Details: |
| Type of ID provided: Copy taken: |
| Visa type: Expiry date: |

DECISION- accept/reject

Date references taken…………………..

Reference 1 – OK/not OK

Reference 2 – OK/not OK

Start date if applicable………………….