



**APPLICATION FOR EMPLOYMENT**

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form.

Please ensure the finished form is signed, dated and returned by the closing date to the address given on the last page. We are unable to accept forms returned as email attachments without a signature.

Please complete the form in black ink and block capitals.

**GUIDELINES**

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

<b>POSITION APPLIED FOR:</b>
Job Title:
Department/Region:
Reference Number:
Where did you see this post advertised?

**1. APPLICANTS DETAILS**

Title:	Surname:
First Name:	Middle Name(s):
Home Address:	
Postcode:	
Telephone numbers: please include full STD code	
Home	Preferred method of contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
Work:	Preferred method of contact: <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address:	Preferred method of contact: <input type="checkbox"/> Yes <input type="checkbox"/> No

**2. EMPLOYMENT RECORD**

Please give details of your employment history for the previous ten years starting with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 5: Experience /skills.

<b>1. Your Current/Most Recent Employer</b>		
Name:		
Address:		
Job Title:	To:	From:
Brief description of duties:		
Reason for leaving/changing		
Period of Notice with Current Employer (if applicable)		
<b>2. Employer / Organisation</b>		
Name:		
Address:		
Job Title:	To:	From:
Brief description of duties:		
Reason for leaving/changing		
<b>3. Employer / Organisation</b>		
Name:		
Address:		
Job Title:	To:	From:
Brief description of duties:		
Reason for leaving/changing		
<b>4. Employer / Organisation</b>		
Name:		
Address:		
Job Title:	To:	From:
Brief description of duties:		
Reason for leaving/changing		

**3. EDUCATION / QUALIFICATIONS**

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of school / college / university / training body	Subject Studied	Qualification / Level	Date Gained

**4. TRAINING**

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Training Course	Date

**5. EXPERIENCE / SKILLS**

This section is for you to give specific information in support of your application. Please use A4 paper up to a maximum of two sides.

After reading the Job Description and Person Specification (if applicable) carefully, consider to what extent you have gained the 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. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly (if applicable).

## 6. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

<b>1. Name</b>	
Position	Address
Organisation	
Tel:	
<b>2. Name</b>	
Position	Address
Organisation	
Tel:	

## 7.ROLE SPECIFIC DETAILS

The questions below are job specific only. Please read the job description/advert and only answer if relevant to the job being applied for. Note that your answers will not impact on your opportunity. Reasonable adjustments will be taken into consideration where appropriate.

Do you hold a current and valid Driving Licence?	Yes      No
Please indicate if there is any reason and/or condition which would mean you are not be able to drive the work van	
Please indicate if you currently hold unspent driving convictions.	Yes      No If yes please give details:

## 8.DBS DISCLOSURE

Do you have any convictions, cautions, reprimands or final warnings that have occurred during the past 5 years that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Please read the job description and only complete this portion if a DBS Disclosure is relevant to the job being applied for.

Yes    No	If yes, please give details:
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Have you, at any time, been convicted of a crime which has resulted in a prison sentence?

Yes    No	If yes, please give details:
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PLEASE NOTE: You do not have to disclose any offence/ conviction which is spent under the Rehabilitation of Offenders Act 1974.

<b>9. DECLARATION AND SIGNATURE</b>	
The information supplied in this application form is accurate to the best of my knowledge.	
.....	
Signed	Date

The Company will process the personal data collected in the form as part of its recruitment process. The information will be held confidentially and securely. The information will be retained for a period of 6 months after which time it will be destroyed. If your application is successful, the information provided will be retained as part of your personnel record.

Thank you for completing the form. Please return to 11 Portman Road, Ipswich, Suffolk IP1 2BP.