

CON-FORM®
APPLICATION FORM
PRIVATE & CONFIDENTIAL

PLEASE PRINT CLEARLY

EMPLOYMENT REQUIRED

Position applied for:
Salary expected: £ _____ per _____
Where did you hear about this vacancy?
Other employment interests:
When would you be available to start?
Would you work full time? <input type="checkbox"/> Yes <input type="checkbox"/> No
If part time, state days/hours:
If offered this position will you continue to work in any other capacity? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously worked for us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?

Personal Details

Full name: Title:	Forename(s)	Surname:
Home address:		
Telephone Number:		
Date of birth:		
Are you legally eligible for employment in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you require a work permit to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Is your ability to perform the particular job for which you are applying limited in any way?
If so, how can we overcome this?

Do you have a relevant current driving license? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please give details of ANY driving offences currently under endorsement together with a copy of your license.

Note: If you are invited to attend an interview, and your driving license is relevant to your application, please bring it with you.

Give details of any unspent criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974)

Additional Information

Give any further information which you think may assist us in considering your application.

Employment

List below present and past employment, beginning with your most recent

Name and Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title:				
	Describe the work you did:				
Telephone:					
Type of business	Reason for leaving:				

Name and Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title:				
	Describe the work you did:				
Telephone:					
Type of business	Reason for leaving:				

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			£	£	
			per	per	
	Job Title:				
	Describe the work you did:				
Telephone:					
Type of business	Reason for leaving:				

Name and Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
	Job Title:				
	Describe the work you did:				
Telephone:					
Type of business	Reason for leaving:				

Education, Qualifications & Training

Beginning with the most recent events, give details of your education, qualifications and training to date. Include under 'Details' the places you attended.

Details	Dates From/To	Qualifications Gained

Experience

Outline particular experience gained in previous positions, or in activities outside of work that you feel show your aptitudes and skills for the position applied for

Please describe any other work you have been involved in, e.g. voluntary, freelance, project work, etc.	
Dates/duration:	Description:

Interests

Give details of your main interests and the depth to which these are pursued

References

Please provide names, addresses and occupations of two referees (not relatives), preferably previous employers whom we may approach with regard to your application at an appropriate date after obtaining your permission.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone:	Telephone:

I declare that to the best of my knowledge and belief the information given in this application is correct:	
Signature: _____	Date: _____

For Office Use Only

Application form evaluated by:	Date:
Comments:	

Action:	
1 st Stage INTERVIEW Date:	or REJECT <input type="checkbox"/> or HOLD <input type="checkbox"/>
2 nd Stage INTERVIEW Date:	or REJECT <input type="checkbox"/> or HOLD <input type="checkbox"/>
3 rd Stage INTERVIEW Date:	or REJECT <input type="checkbox"/> or HOLD <input type="checkbox"/>

Offer details: