**EMPLOYMENT APPLICATION FORM**

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| **POSITION APPLIED FOR:** |
| **RESPONSE TO ADVERTISEMENT IN:** |

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| **PERSONAL INFORMATION**  First Names: | Surname: |
| Address: | Previous Name: (if applicable) |
| Telephone - Home:  Work: | Nationality:  Dates available/notice required  at present employment: |
| E-mail: |

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| **FURTHER INFORMATION**  National Insurance No: ◻◻ ◻◻ ◻◻ ◻◻ ◻    **Health**  Please give details of any period of sickness absence of 2 weeks or more in the past 2 years: | |
| **Car Driver** Yes / No  Number and Dates of any Endorsements: | **Clean Driving Licence**  Yes / No |
| Have you been convicted of any criminal offences which are not  yet spent under the Rehabilitation of Offenders Act 1974? If yes, give details Yes / No | |

**EDUCATION AND QUALIFICATIONS**

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| **SECONDARY EDUCATION AND TRAINING** | | |
| Dates | School / College | Examinations passed or qualification gained with dates and grades |
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| **FURTHER AND HIGHER EDUCATION (after age 18)** | | |
| Dates | College / University | Examinations passed or qualification gained with dates and grades |
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| **PROFESSIONAL TRAINING RECEIVED / SHORT COURSES ATTENDED** | | | | | | | | |
| Dates | Course Title | | Full or  Part-Time | Examinations passed or qualification gained with dates and grades | | | | |
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| **EMPLOYMENT HISTORY** | | | | | | | | |
| Present or last employer’s name and address:  Position held and main duties: | | | | | | Date joined:  Date left:  Final salary:  Reasons for leaving: | | |
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| **SUMMARY OF EMPLOYMENT HISTORY**  Please list all paid and unpaid employment, including any gaps in employment, in chronological order | | | | | | | | |
| **Name and Address**  **of Employer** | | **Job title** | | | **Full/**  **Part-time** | | **Dates**  **(from - to)** | **Reason for leaving** |
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| **REASONS FOR APPLICATION**  Please summarise your reasons for applying for this role, highlighting any relevant experience/qualifications. |

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| **INTERESTS**  Please state below any further information about yourself which you consider we ought to know, e.g. private business commitments, ambitions, hobbies and other activities, etc. |

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| **REFERENCES**  Our policy is to contact your referees after an offer of employment has been made and accepted. Both referees should have knowledge/experience of your work skills. | |
| Name:  Occupation:  Address:  Telephone No: | Name:  Occupation:  Address:  Telephone No: |

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| I certify by signature that the information given in this form is, to the best of my knowledge, true and complete. I also give my permission to Hestercombe Gardens to contact the referees listed in this application. (Your present employer will not be contacted until an offer of employment has been made).  I understand that any falsification of information will be a disciplinary matter.  Signature .................................................. Date .................................................... |