



## Shortform Employment Application

Post Applied For							
Date	/ /						
Name	Forename			Surname			
Address							
Home Tel		Mobile		Email			
D.o.B.	/ /	N.I. Number					
Education, Qualifications, Training							
School, Establishment, Organisation		Dates From/To		Qualifications Obtained			
Relevant Skills & Experience							
Details of Last/Present Employment							
Employer	Position			Length of Service	Date of Leaving		
Reason For Leaving							

		Y	N
Are you legally eligible for employment in the UK in accordance with the Asylum & Immigration Act 1996?			
Do you have proof of eligibility to work in the UK?			
Do you require a Work permit to work in the UK? – If so write Work Permit number here.			
Do you need to register under the Workers Registration Scheme?		*	
Are you generally in good health?			*
Are you currently receiving medical treatment?			*
Do you consider yourself to be disabled?		*	
Do you have a current, clean driving licence?			
Do you have any unspent criminal convictions which are disclosable in accordance with the exemption from the Rehabilitation of Offenders Act 1974?		*	
		* Please provide information on notes form	
References			
Name		Name	
Occupation		Occupation	
Address		Address	
Telephone		Telephone	
Capacity known to you		Capacity known to you	
<p><b>Declaration</b>  I declare to the best of my knowledge and belief, the details I have given on the form are correct and that any misrepresentation by me be sufficient grounds for my dismissal if I am employed.  I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and agree that such checks may be made by the Company.  I give permission for my referees as quoted above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report.</p>			
<p><b>Data Protection Act 1998</b>  I understand that the Company needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under The Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personnel records.  I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.</p>			
<p><b>NOTE</b>  To comply with The Asylum &amp; Immigration Act 1996, if you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant travel document or, if none of these are available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment can be made unless such evidence has been produced.</p>			
Signed		Date	

