

# Application for Employment

**PRIVATE AND CONFIDENTIAL**

**Please complete in BLOCK CAPITALS**

Job Reference  
Number:

Applicant Reference  
Number:

Position applied  
for:

How did you hear of this vacancy? (include  
date)

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**A. PERSONAL PARTICULARS**

|                                  |  |
|----------------------------------|--|
| Title: Mr/Ms/Mrs/Miss            |  |
| Full Name:                       |  |
| Full Address including postcode: | Telephone Number (including STD Code)<br><br>Home:<br><br>Mobile:<br><br>Business:<br>(Tick box if you do not want to be<br>contacted at work). <input type="checkbox"/> |
| e-mail address:                  | Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.                                       |
| N.I. Number:                     | Do you have the right to work in the United Kingdom? Yes/No<br><br>Are you aged 18 or over? Yes/No   |

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## B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

| Name(s) and Address(es)<br>of School(s)/College(s) | Dates |    | Subject/Courses<br>Studied & Level | Examination Result/<br>Grade (include any<br>examinations failed) |
|--|-------|----|------------------------------------|---|
|  | From  | To |                                    |   |
|  |       |    |                                    |   |

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

| University/College/<br>Institute Attended | Dates |    | Subjects Studied<br>Type of Training | Qualifications<br>Obtained |
|---|-------|----|--------------------------------------|----------------------------|
|   | From  | To |                                      |                            |
|   |       |    |                                      |                            |

PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which:

FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence, both oral and written:

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**C. EMPLOYMENT HISTORY**

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years:

| Name(s) and Address(es) of Employer(s) | Dates |    | Position Held/<br>Main Duties | Starting/<br>Leaving<br>Salary | Reason for Leaving |
|--|-------|----|-------------------------------|--------------------------------|--------------------|
|  | From  | To |                               |                                |                    |
|  |       |    |                               |                                |                    |

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**D. RELEVANT EXPERIENCE AND SKILLS**

Using the job description & person specification to guide you, please give details of any experiences and skills that you feel are relevant to the post applied for.  
(You may continue on a separate sheet if necessary – max 2 sides A4)

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Please give dates of any holidays arranged:

Do you have any commitments which might limit your working hours? Yes / No

If Yes, please give details:

Are you willing to work overtime and weekends when required? Yes / No

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012). Yes / No

If Yes, please give further information:

How much notice are you required to give to leave your present employment?

Have you worked for us before? Yes / No

If Yes, give details of reason for leaving:

Please list your interests, sports, hobbies, etc.

Do you have a current full driving licence? Yes / No

Does your licence have any current endorsements? Yes / No

If Yes, please give further information:

### E. REFERENCES

Please give the names and addresses of **two** referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these should be your current / most recent employer).

Can we approach your present/most recent employer? Yes / No

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

| Name, Position, Address and Telephone Number | Name, Position, Address and Telephone Number |
|--|--|
|  |  |

### DECLARATION OF APPLICANT

I confirm that the above information is correct.

I understand the Organisation will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the period set out in the Organisation's employee privacy notice.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### FOR OFFICE USE ONLY

### INTERVIEW RECORD

|  |                                 |  |                                 |
|--|---------------------------------|--|---------------------------------|
| Interviewed by: _____                                | Date: _____                     |  |                                 |
| Comments/Areas to Examined: _____                    |                                 |  |                                 |
| Decision: _____                                      | Reject <input type="checkbox"/> | Further Interview <input type="checkbox"/> | Accept <input type="checkbox"/> |
| (Tick as applicable)                                 |                                 |  |                                 |
| Interviewer's report and reasons for decision: _____ |                                 |  |                                 |
| Rejection letter sent: _____                         |                                 |  | Yes / No                        |

### APPOINTMENT RECORD (To be completed where there has been an offer of employment).

|   |  |
|---|--|
| <b>CONDITIONAL OFFER LETTER</b><br>Date sent:<br>Response:<br>Acceptance/Refusal/No reply | <b>REQUESTS FOR REFERENCES</b><br>Date sent:<br>Response:<br>Good/Satisfactory/No Reply/Suspect/Unsuitable |
| <b>MEDICAL/MEDICAL REPORT</b><br><br>N/A  | <b>RIGHT TO WORK IN U.K.</b><br><br>Appropriate documentary evidence checked.                              |
| Starting Date: _____ Grade: _____   | Job Title: _____   |
| Starting Salary: _____  | Personnel/Clock Number: _____  |

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