

CONFIDENTIAL APPLICATION FOR EMPLOYMENT



Position applied for: _____
How did you hear of this vacancy? _____

Personal Details

Title*: _____ Surname: _____ Other Names: _____
(*Optional)
Home Address: _____
Postcode: _____
Home Telephone: _____ Work Telephone: _____
Mobile Telephone: _____ Email: _____
National Insurance Number: _____ Date of Birth*: _____
(Please provide evidence – see guidance notes) (*Optional)

Education and Training

Qualifications/Examinations Passed (most recent)

Subject	Result	Date	College/School/Awarding Body

Training/Development in Employment (most recent)

Subject/Course	Result	Date	College/School/Awarding Body

Membership of Professional Institutes/Bodies/Reservists

Name of Organisation	Level of Membership	Membership Expiry Date
_____	_____	_____
_____	_____	_____

Employment History

Please give full details covering the last 10 years, working backwards from the most recent, including information on any breaks in employment. Please continue on a separate sheet if necessary.

Most Recent Position: _____ **Employment From:** _____ **To:** _____

Company Name: _____

Job Title: _____ **Final Salary:** _____

Brief Description of Responsibilities/Duties:

Reason for Leaving: _____

Previous Position: _____ **Employment From:** _____ **To:** _____

Company Name: _____

Job Title: _____ **Final Salary:** _____

Brief Description of Responsibilities/Duties:

Reason for Leaving: _____

Previous Position: _____ **Employment From:** _____ **To:** _____

Company Name: _____

Job Title: _____ **Final Salary:** _____

Brief Description of Responsibilities/Duties:

Reason for Leaving: _____

Previous Position: _____ **Employment From:** _____ **To:** _____

Company Name: _____

Job Title: _____ **Final Salary:** _____

Brief Description of Responsibilities/Duties:

Reason for Leaving: _____

Additional Information

Do you have any unspent criminal convictions? Yes / No

(If yes, please give full details)

Where position requires use of a company car for business purposes:

Do you have a full driving licence? Yes / No

(If yes, please provide evidence – see guidance notes)

Number of penalty points on your licence: _____

Details of any previous/current driving convictions: _____

Why do you think you would be suitable for this position?

Please indicate your main interests and leisure pursuits including any community or volunteer work:

References

Please provide names and addresses of two employment referees (inc. current/last employer)

(Please note that no references will be taken up without your prior consent)

Company Name: _____ **Company Name:** _____

Contact Name: _____ **Contact Name:** _____

Department: _____ **Department:** _____

Address: _____ **Address:** _____

Post Code: _____ **Post Code:** _____

I consent to the information given in this application to be held on file and processed in accordance with the Data Protection Act 1998.

Signature:

Date:

I declare to the best of my knowledge and belief that the information given in this application is correct. I understand that any false or misleading information given either in this application form or in any other documentation completed or verbal statement made during the recruitment process, may render my contract of employment, if I am appointed, liable to termination.

Signature:

Date:

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

- Please complete all areas of the application form in as much detail as possible, using black or blue ink. Where necessary, please use and attach additional sheets. If you fail to supply full details in any of the areas where information is requested, this may render your contract of employment, if you are appointed, liable to termination. If any area of the application form is not applicable to you, please designate N/A.
- The fields “Title” and “Date of Birth” have been marked optional – this information is required for administrative processes only and will not be used for recruitment and selection purposes. Completion of these fields is therefore at the applicant’s discretion.
- For evidence of National Insurance Number, please attach an original version of any one of the following documents, so that we may take a copy for our records:
 - A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service, stating the individual’s national insurance number.
 - A passport or national identity card identifying the individual as a British or European Economic Area citizen, or having the right to abode in the UK.
 - A birth certificate issued in the UK, the Irish Republic, the Channel Islands or the Isle of Man.
 - A letter from the Home Office indicating that the individual has permission to work in the UK.
 - A work permit or other approval for employment issued by Work Permits UK.
- For evidence of Driving Licence (if required for position), please supply an original, in date, UK Driving Licence so that we may keep a copy for our records.
- The Data Protection Act 1998 – Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least 6 months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record.
- Once completed, this form and any attachments should be passed or sent to: Human Resources, Lymington Precision Engineers Co Ltd, Gosport Street, Lymington Hants SO41 9EE

Please contact us if you require any assistance in completing this form