



## EMPLOYMENT / JOB APPLICATION

### PERSONAL INFORMATION

FULL NAME: \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

NATIONAL INSURANCE NUMBER \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

### EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.K?  YES  NO\*

### EDUCATION

HIGH SCHOOL: \_\_\_\_\_ CITY: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ CITY: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

### QUALIFICATIONS AND TRAINING

Please list any qualifications or training gained:

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**HOBBIES & INTERESTS**

[Empty box for hobbies and interests]

**PREVIOUS EMPLOYMENT**

**EMPLOYER 1:**

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

\*\*\*\*\*

**EMPLOYER 2:**

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

\*\*\*\*\*

**EMPLOYER 3:**

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

JOB TITLE: \_\_\_\_\_ RESPONSIBILITIES: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_



**PROFESSIONAL REFERENCES**

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

\*\*\*\*\*

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CHARACTER REFERENCES**

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

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**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PRE-BOOKED HOLIDAYS AND DAYS UNAVAILABLE**

Please list any days and times you are unavailable due to other commitments and any holidays you currently have booked.

INDICATED DAYS IN SCHOOL OR COMMITMENTS	INSERT ANY HOLIDAYS BOOKED
<b>MON -</b>	
<b>TUE -</b>	
<b>WED -</b>	
<b>THUR -</b>	
<b>FRI</b>	
<b>SAT</b>	
<b>SUN</b>	

**DISCLAIMER**

Our recruitment process may require you to attend an onsite assessment of your suitability on a voluntary unpaid basis (maximum 2 hours). Please indicate your acceptance of this requirement. Please tick  your acceptance

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated with immediate effect.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**Office Use Only**

Received By:	
Date Received:	
Duty Manager:	
Accepted/Rejected	
Hours of Employment:	
Wage:	