



application form

Position Applied for: _____

Personal Details

Surname: _____ Forename: _____

Preferred Title: _____ Date of Birth: _____

Address: _____ Email: _____

_____ Telephone _____

_____ Home: _____

_____ Mobile: _____

Postcode: _____ Work: _____

Equal Opportunities

Please tick appropriate boxes This information is for monitoring purposes only. It will be treated in the strictest confidence and will not be used in the selection decision or to assess suitability for the job.

Gender

Male Female

Ethnic Origin

White

British Any other white background

Irish Please specify: _____

Mixed

White and Black Caribbean White and Asian

White and Black African Any other mixed background

Please specify: _____

Asian or Asian British

Indian Any other Asian background

Pakistani Please specify: _____

Bangladeshi

Black or Black British

Caribbean Any other Black background

African Please specify: _____

Chinese or Other Ethnic Group

Chinese Any other ethnic group

Please specify: _____

Candidate Number: (office use only) _____





General

Schools/College	Dates attended	Examinations taken/to be taken	Result

Professional Qualifications

College	Dates attended	Qualification	Result (if applicable)

Specialist Courses

Dates of Training/Course Duration	Course Organiser	Title of Course

Shortlisted applicants may be asked to provide proof of qualifications.

Present or Last employer

Name and address of employer	Post held/nature of duties:
	Date appointed: _____
	Date left: _____
	Salary: _____
	Allowances: _____
	Reason for leaving: _____
	Period of notice: _____
	Are you subject to post termination restrictions? Yes/No*

* Delete as appropriate. If yes, shortlisted applicants will be asked to supply copy of existing employment contract.

Candidate Number: (office use only) _____





Asylum and Immigration

You will be required, if appointed, to provide evidence of your entitlement to work in the UK.

Disclosure

Criminal records will be taken into account for recruitment purposes if the conviction is relevant to the post applied for. Failure to disclose such convictions could result in disciplinary action or dismissal.

Have you any previous convictions?

Yes

No

If yes, please give details of the offence(s), including the date and sentence:

NB: it is not necessary to give details of any spent convictions unless you are applying for a position as a solicitor or legal executive

References

Please give the names of two referees. One should be your present or latest employer. Referees are not normally approached prior to interview. Do you wish to be notified before we approach your referees? YES/NO*

Name: _____	Name: _____
Occupation: _____	Occupation: _____
Address: _____	Address: _____
_____	_____
_____	_____
Tel: No. _____	Tel: No. _____

Do you hold a current driving licence? YES/NO*

Where did you see this job advertised?

National newspaper

Local newspaper

Professional journal

Internet

Other (please specify)

Candidate Number: (office use only) _____





The processing of your application may involve us in holding sensitive personal information about you, such as your ethnic or racial origin for equal opportunities purposes or your physical or mental health. In order to comply with the Data Protection Act we need your specific consent to do this. To signify your consent please tick the appropriate box.

Consent given
Consent withheld

Do you wish us to retain your information for future consideration in the event of a further vacancy. YES/NO*

Declaration

I declare that all the information I have provided is true. In the event that I have provided false information I understand that if appointed I may be liable to disciplinary action including dismissal.

Signed _____ Date _____

Please return this form to:-

Mrs Jane Selman
HR and Training Manager
Knights
The Brampton
Newcastle-under-Lyme
Staffordshire ST5 0QW

By return please

For office use only

Acknowledged

Yes Reason (if no) _____
No _____

Interview

Date _____ Ref requested
Time _____ Ref Received

Candidate Number: (office use only) _____

