

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Position Applied for: _____

Full-time Part-time Available (give date): _____

Have you done this kind of work before? **YES/NO** Wage/salary required: _____

Personal Details:

Surname: _____ Forenames: _____ Mr/Mrs/Ms/Miss _____

Address: _____

Post code: _____ Email Address: _____

Date of Birth:

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National Insurance No:

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Contact No. Home: _____ Mob: _____ Work: _____

EDUCATION

Schools Attended from age 11	Dates (approx.)		Examinations (subjects/results, please state if pending)
	From	To	
Further Education & Training	Dates (approx.)		Examinations (subjects/results, please state if pending)
	From	To	

EMPLOYMENT HISTORY

Are you in employment at the moment? Yes Full-time Yes Part-time No

Present /last employer: _____ Starting date: _____

Address: _____ Leaving date: _____
Job title: _____

Brief description of duties: _____

Reason for leaving: _____ Salary on leaving: _____

EMPLOYMENT CONTINUED:

Other most recent employer: _____ Starting date: _____

Address: _____ Leaving date: _____
Job title: _____

Brief description of duties: _____

Reason for leaving: _____ Salary on leaving: _____

Previous employment: _____ Starting date: _____

Address: _____ Leaving date: _____
Job title: _____

Brief description of duties: _____

Reason for leaving: _____ Salary on leaving: _____

Any gaps in previous employment: Yes: No:

If yes, please provide full details: _____

OTHER RELEVANT EXPERIENCE AND INFORMATION

Please use this space to state your reasons for applying for the post, relating your skills, experience & personal qualities to the job requirements. If you require more space, please attach a separate sheet.

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act):

CRB Check? **YES/NO**

Membership of professional organisation:

Do you need a work permit to work in the UK? **YES/NO**

Do you speak or read a foreign language **YES/NO** Give details:

Do you hold a full driving licence? **YES/NO**
Do you have your own transport? **YES/NO**
Where did you here of this vacancy? _____
Please give details of any dates you will not be available for interview:

REFERENCES:

Please give the names of two people we can approach who are willing to provide you with a reference relating to this post. At least one of these should be your present or most recent employer, where applicable. Referees will only be approached AFTER a provisional offer of employment has been made NB. Employment will be subject to satisfactory references and completion of a probationary period.

Name: _____ Address: _____

Telephone: _____

Name: _____ Address: _____

Telephone: _____

Declaration: I declare that all the details given in this application are true, and that on request, I will be able to supply poof of qualifications.

Signed: _____ Date: _____

Please return form unless otherwise requested to: **Human Resources Dept,
City College Nottingham
Carlton Road, Nottingham,
NG3 2NR**

Please not if you have not received a reply within 4 weeks of the closing date, you may assume your application has not been successful. We do not normally send acknowledgement of receipt unless requested with an SAE.

HEALTH & EQUAL OPPORTUNITIES QUESTIONNAIRE

Surname: _____ Forenames: _____

Address: _____

_____ Post code: _____

Position Applied for: _____

Are you in good health? **YES/NO** (if no give details): _____

Have you ever: Been seriously injured?	YES/NO	Please give details
Received in patient treatment for a physical or mental condition?	YES/NO	Please give details
Been refused or dismissed from employment for health reasons?	YES/NO	Please give details
Received disability a pension?	YES/NO	Please give details

Are there any disabilities, which may effect your application? **YES/NO**

Describe disabilities and:

a) any reasonable adjustments you feel should be made to the recruitment process to assist you in your application for the job

b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

Equal opportunities monitoring:

The following information is required to ensure that our Equal Opportunities policy can be effectively monitored.

SEX: Female Male

How would you describe yourself: UK/European Pakistani African/Caribbean

Indian Other – please specify _____