

    

APPLICATION FOR EMPLOYMENT

DID A CURRENT EMPLOYEE INFORM YOU OF THIS JOB? YES / NO

If “YES” PLEASE GIVE NAME OF EMPLOYEE-

 **PERSONAL**

Address:

Postcode:

National Insurance Number:

Surname: Title:

Forenames:

Contact Details:

Home: Work:

Mobile:

Email Address:

Do you have a current driving licence? YES/NO. Is it clean? YES/NO.

If NO, give details:

Driving Licence number:

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO.

 **EMPLOYMENT**

Position applied for:

Where did you hear about this position?

If offered this position, will you continue to work in any other capacity?

Have you previously worked for us? YES/NO. If YES, when?

On what date would you be available to start?

## EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Schools | From | To | Examinations and results |
|  |  |  |  |
| College / University | From | To | Courses and results |
|  |  |  |  |
| Further education and formal training | From | To | Courses and results |
|  |  |  |  |
| Professional membership and qualifications: |
| Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job. |

EMPLOYMENT HISTORY

|  |
| --- |
| List below present and past employment, beginning with your most recent |
| Name and address of employer | From | To | FinalSalary | Name of Supervisor |
|  | Month | Yr | Month | Yr |
|  |  |  |  |  | £ per |  |
|  | Job Title:Describe the work you did:Reason for leaving: |
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| --- | --- | --- | --- | --- |
| Name and address of employer | From | To | FinalSalary | Name of Supervisor |
|  | Month | Yr | Month | Yr |
|  |  |  |  |  | £ per |  |
|  | Job Title:Describe the work you did:Reason for leaving: |
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| --- | --- | --- | --- | --- |
| Name and address of employer | From | To | FinalSalary | Name of Supervisor |
|  | Month | Yr | Month | Yr |
|  |  |  |  |  | £ per |  |
|  | Job Title:Describe the work you did:Reason for leaving: |
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I hereby give permission to contact the employers listed above concerning my prior work experience.

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

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s).

## DECLARATION

By signing below I consent to the information provided on this form being stored and processed for future recruitment, monitoring and personnel reporting purposes and also that information may be requested from third parties, i.e. referees. I also confirm that all the information contained in this application form is true and that any statements which are discovered to be false will result in any offer or actual employment being terminated

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return to: HR Department, Leiths (Scotland) Ltd, Rigifa, Cove, Aberdeen, AB12 3LR***