



APPLICATION FOR
EMPLOYMENT

Name

.....

Position Applied

.....

Date

.....

Application for Employment

Private and Confidential

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

Personal Particulars

Full Name (including middle names): Mr/Mrs/Ms/Miss		
If you are / or have been married, please provide your maiden name and year you married:		
Current Address:	Telephone Number (including area code)	
	Home:	
	Mobile:	
When did you move into your current address? (Month and Year)	Please provide all addresses for the last five years, including the month and year you moved in?	
Date of Birth:	Age:	National Insurance Number:
Passport Number:	Passport Issue Date:	
Do you have a current driving licence:		

Education and Qualifications

Name(s) of schools / colleges	Dates		Subject / Course Studied	Examination Results
	To	From		

Further and Higher Education

University / College / Institute Attended	Dates		Subjects studied Type of training	Qualifications obtained
	To	From		

Employment History

Please list in reverse order all the organisations for which you have worked during the last 20 years. Please ensure any employment gaps or job breaks are also detailed:

Name(s) and Address(es) of Employer(s)	Dates		Position Held / Main Duties	Starting / Leaving Salary	Reason for Leaving
	To	From			

Please give details of any experience, skills or achievements which you feel may be relevant in your application for employment

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Health Conditions

Are you in good physical and mental health?

YES / NO

If Yes, please sign below.

I confirm that I am in good physical and mental health

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If no, please give further information:

Have you had a bout of sickness and diarrhoea within the last twelve months?

YES / NO

Are you prepared to undergo a medical examination prior to employment?

YES / NO

Supplementary Information

Please give dates of any holiday arranged:

Are you subject to any constraints in your current or future employment?

YES / NO

If Yes, please give further information:

Do you have any commitments which might limit your working hours?

YES / NO

If Yes, please give further information:

Are you willing to work overtime and weekends?

YES / NO

Have you ever been convicted of a criminal offence:

YES / NO

If Yes, please give further information:

Present Salary / Rate of pay:

Salary range expected:

How much notice period are you required to give to leave your present employer:

Have you worked for Mayfield House before?

If Yes, reason for leaving:

Are related to anyone who works for Mayfield House / Samuel Hobson House

YES / NO

If Yes, please give details

References

Please give the names and address of two referees (if you are applying for a senior position then three references are required) who are related to you, who we can approach for a confidential assessment of your suitability for this position. (One of these must be your most recent employer)

Can we approach your most recent employer? YES / NO

Employment Reference Name, Position, Address, Contact Number	Character Reference Name, Address, Contact Number	Character Reference Name, Address, Contact Number

Declaration of Applicant

I confirm that the above information is correct.

I declare that I do not possess, nor have ever possessed a criminal conviction, whether in the UK or anywhere else in the world, nor have I have been subject to any Conditional Discharges, Bindovers or Cautions. I understand my potential employment is subject to a Criminal Records Bureau Disclosure Check and that in the event that this declaration is found to be false that my employment may be terminated immediately.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to the organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and / or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personal record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed Date