

# Application for Employment



Post applied for \_\_\_\_\_

*The contents of this form will be treated as confidential*

## PERSONAL DETAILS

Surname		Forenames	
Mr/Mrs/Ms/Miss (delete as appropriate)			
Address			
Post Code		Telephone number	
Mobile Telephone number			
Do you have a current driving licence?			
YES <input type="checkbox"/> Number:		NO <input type="checkbox"/>	
If there any endorsements on your driving licence, please give details below:			

## EDUCATION HISTORY

School / College / University attended	Dates of attendance	Qualifications Gained

## EMPLOYMENT HISTORY (beginning with your most recent employer)

From - To	Name & address of Employer	Job Title	Duties	Rate of Pay	Reason for Leaving

Employment History continued:


Notice period required with current employer:

### REFERENCES

Please give the name and address of two people from whom we may obtain a character and work experience reference.

<b>1</b>	<b>Work reference:</b>
	<b>Company:</b> _____ <b>Name:</b> _____
	<b>Address:</b> _____
	<b>Telephone number :</b> _____ <b>Email:</b> _____
<b>2</b>	<b>Character reference:</b>
	<b>Name:</b> _____ <b>Relationship:</b> _____
	<b>Address:</b> _____
	<b>Telephone number :</b> _____ <b>Email:</b> _____

## **GENERAL COMMENTS**

Please detail here your reasons for applying for this position, your main achievements to date and the strengths you would bring to this post. This is the part of the application form where you can bring to our attention any qualities you believe we should be aware of.

Do not feel under any obligation to complete this section if you believe the rest of this form has brought out these qualities in sufficient detail. If you find there is insufficient space, please continue on a separate sheet.

## **LEISURE**

Please give details of your leisure interests, sports and hobbies and other pastimes.

## **CRIMINAL RECORD**

Please give details of any criminal convictions except those spent under the Rehabilitation of Offenders Act 1974.

\*\*\*Delete as appropriate\*\*\*

For the purpose of this post you are / are not required to provide this information.

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## **HEALTH DETAILS**

<b>Doctor's Name and Address:</b>	
<b>Please list any diseases, disorders or allergies you suffer from or have suffered from.</b>	
<b>Are you afraid of heights or confined spaces? If so please give details.</b>	
<b>Please give details of any medication you are currently and/or regularly receiving</b>	
<b>Please list all absences from work in the past 12 months and the reasons for such absences</b>	

## PROOF OF ELIGIBILITY

Under Section 8 of the Immigration Act we are required to check that all employees are eligible to work within the UK. Please confirm that, if you are offered a position within our organisation, which of the document(s) you would be prepared to supply to us and allow us to check and make a copy.

You MUST include either: One document from List One OR two documents from One of the Combinations in List Two

<b>LIST 1 – ONE DOCUMENT ONLY</b>	<i>Please Tick</i>
• A British Citizen passport.	
• A passport or national identity card issued by a State which is a party to the EEAA (European Economic Area Agreement) or Switzerland, describing the holder as a national of that State.	
• A Home Office issued residence permit to a national from a State which is a party to the EEAA or Switzerland.	
• A passport or other document endorsed and issued by the Home Office stating that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State party to the EEAA or Switzerland who is resident in the United Kingdom.	
• A passport or other travel document endorsed showing the holders entitlement to indefinite stay in the United Kingdom, or no restrictions on the length of stay.	
• A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do type of work you are offering if they do not have a work permit.	
• A Home Office issued Application Registration Card for the asylum seeker stating that the holder is permitted to take employment.	

### OR ALTERNATIVELY

<b>LIST 2 – COMBINATION A. DOCUMENT 1, PLUS ONE FROM THE OTHER SEVEN:</b>	<i>Please Tick</i>
1. A document giving the person's permanent NI Number and name. This could be: P45, P60, National Insurance Card, or a letter from a Government Agency.	
2. A full Birth Certificate issued in the United Kingdom, which must include the names of the holder's parents.	
3. A Channel Islands, Isle of Man or Ireland issued Birth Certificate.	
4. A Registration or Naturalisation Certificate confirming the holder is a British Citizen.	
5. A Home Office issued letter to the holder confirming that the named person is entitled to indefinite stay in the United Kingdom, or has no time restriction on their stay.	
6. A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to indefinite stay in the United Kingdom, or has no time restriction on their stay.	
7. A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering.	
8. A Home Office issued Immigration Status Document to the holder, which is endorsed confirming the named person is entitled to stay in the United Kingdom, and this allows them to undertake the type of work you are offering.	

### OR ALTERNATIVELY

<b>LIST 2 - COMBINATION B. DOCUMENT 1, PLUS ONE FROM THE OTHER TWO</b>	<i>Please Tick</i>
1. Work Permit or other approval to take employment issued by Work Permits UK	
2. Passport or other travel document endorsed, showing the holders entitlement to stay in the United Kingdom and can take the work permit employment in question.	
3. A Home Office issued letter to the holder confirming that the named person is entitled to stay in the United Kingdom, and can take the work permit employment in question.	

## DECLARATION

(Please read this carefully before signing the application)

I confirm the above information is complete and correct and any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I authorise you to contact my doctor for further details and confirmation of my state of health.

**\*\*\*Choose as appropriate\*\*\***

I agree to undergo a medical examination if this is required to ensure my suitability to carry out my duties. I have given my explicit consent freely.

**OR**

I agree to undergo a medical examination if this is required to ensure my suitability to carry out my duties and for provision of medical information as part of an occupational health scheme or private medical insurance scheme. I have given my explicit consent freely.

I authorise you to contact the above two stated referees.

Signed :

Dated :

akp Contracts is an Equal Opportunities Employer  
Please complete the enclosed Equal Opportunities Monitoring  
Questionnaire and return with your completed application form. All  
information will be treated in the strictest confidence.

# CONFIDENTIAL

## FOR OFFICE USE ONLY

Name of applicant:			
Position applied for:			
Rejection letter – Yes <input type="checkbox"/> : No <input type="checkbox"/>		If yes – date sent:	
Reasons for rejection /acceptance for interview:			
Select 5 Essentials and desirables before commencement of screening and interview process			
Essentials:		Desirables:	
Score: /5		Score: /5	
First interview date:		Rejection letter <input type="checkbox"/> 2nd Interview <input type="checkbox"/>	
Notes on First interview:			
Essentials:		Desirables:	
Score: /5		Score: /5	
Second interview date:		Rejection Letter <input type="checkbox"/> Offer letter <input type="checkbox"/>	
Notes on Second interview:			
Essentials:		Desirables:	
Score: /5		Score: /5	
Acceptance	YES	NO	
Proof of Eligibility of UK Employment – Doc 1		<i>Checked</i>	<i>Copied</i>
Proof of Eligibility of UK Employment – Doc 2		<i>Checked</i>	<i>Copied</i>
References	YES	NO	
Medical	YES	NO	
Start Date			