



# EMPLOYMENT APPLICATION FORM

Please complete this form accurately, giving as much detail as possible regarding your skills and experience relating to this job application. Shortlisting will be based on the information gathered from this form.

## GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their Manager that they have applied for another position.

## POSITION APPLIED FOR

Job Title

Where did you see this position advertised?

## APPLICANTS DETAILS

Title	Surname	First Name
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Home Address

Postcode

Telephone Numbers (please include full STD code)

Home

Work

Mobile (where possible)

Email Address (where possible)

Do you hold a current Driving Licence	Yes	No
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Is there anything concerning your medical history or state of health that is relevant to your application ?	Yes	No
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Do you hold a current CSCS or CPCS card ?	Yes	No
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## ASYLUM AND IMMIGRATION ACT

It will be a condition prior to employment that evidence regarding eligibility to work in the United Kingdom is provided. This evidence could include a Birth Certificate, P45, Pay Slip, P60, National Insurance Card or an appropriately endorsed Passport.

How much notice do you have to give to your current employer ?

**EMPLOYMENT RECORD**

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your position. If you wish to expand on specific areas of responsibility, please do so in Section 5: Experience/Skills.

**Please note gaps in employment history must be justified. Please continue on an additional sheet, if required.**

Current / most recent employer / organisation		
Name		
Address		
Job Title	From	To
Brief Description of Duties		
Reason for leaving / changing		

Employer / organisation		
Name		
Address		
Job Title	From	To
Brief Description of Duties		
Reason for leaving / changing		

Employer / organisation		
Name		
Address		
Job Title	From	To
Brief Description of Duties		
Reason for leaving / changing		

Employer / organisation		
Name		
Address		
Job Title	From	To
Brief Description of Duties		
Reason for leaving / changing		

**EDUCATION**

Please tell us about your education and any qualifications which you feel are relevant to the position. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of School / College / University / Training Body	Subject Studied	Qualification / Level	Date Gained

**TRAINING**

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised position.

Training Course	Date

**EXPERIENCE / SKILLS**

Please complete the section below to give specific information in support of your application. Please continue on an additional sheet, if required. Consider what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application.

Experience / Skills

**REFERENCES**

Please give the name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

Name
Position
Organisation
Address
Telephone

Name
Position
Organisation
Address
Telephone

**CRIMINAL CONVICTIONS**

Do you have any criminal convictions ? Yes      No  
 If yes, please give details below, this should exclude any spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974.

Date	Offence / Conviction	Charge / Outcome / Fine

**DECLARATION AND SIGNATURE**

The information supplied in this application form is accurate to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_\_

By signing and returning this application form you consent to D J Laing using and keeping information about you provided by you - or third parties such as referees - relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability; these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing this form.