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**External Application Form**

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| **Position applied for:** |   |

**Personal details**

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| --- | --- | --- | --- |
| **Surname:** |   | **Forename(s):** |  |
| **Current address:****Post Code:** |    |
| **Home telephone number:** |   |
| **Mobile telephone number:** |   |
| **E-mail address:** |  |

**Employment history (current/most recent first)**

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Employer:** |  |
|  **From:** |  |  **To:** |  |
| **Salary and benefits:** |
|   |
| **Major duties and responsibilities:** |
|   |
| **Job title:** | **Employer:** | **Dates (from-to):** | **Salary:** |
|   |   |   |  |   |
|   |   |   |  |   |
|   |   |   |  |   |
|   |   |   |  |   |
|  |  |  |  |  |

**Education/training**

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| --- | --- | --- |
| **Secondary education:** | **Dates attended:** | **Qualifications/grade:** |
|     |     |     |
| **Further/higher education:** | **Dates attended:** | **Qualifications (with date)/grade:** |
|     |     |     |
| **Other relevant training, professional qualifications or work related skills (e.g. computer literacy skills, data entry, languages, etc):** |
|     |
| **Are you undertaking any training or study at present? (if so, please give details)** |
|     |
| **Professional memberships? (if so, please give details, including any offices held)** |
|     |
| It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. |
| **Supporting information**Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.    |
| **Other details** |
| What is the notice required in your present post? |
|   |
| Is your present post your sole regular employment? | Yes | No |
| Are you a British subject or a national of any EU country? |
|   |
| If not, do you have the right to work in the UK and a current work permit? |
|   |
| If so, please state the expiry date of your right to work in the UK and/or your work permit. |   |
| Do you have a full driving licence? | Yes | No |
| Do you have any current endorsements? | Yes | No |
| Do you have use of a car? | Yes | No |
| Where did you see the post advertised? |  |

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| **Equal Opportunities** We promote diversity and want a diverse workforce. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application. |
| **Are you disabled?** | Yes | No |
| If 'yes', please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability Discrimination Act 1995:    |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth:** |  | **Gender:** |  |
| **Convictions**Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.    |

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| **Data protection**Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 2018. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.I hereby give my consent to [name of Employer] processing the data supplied in this application form for the purpose of recruitment and selection.**Declaration**I declare that the information given in this application is to the best of my knowledge complete and correct.Employee's signatureDate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Note: Any false, incomplete or misleading statements may lead to dismissal. |