

EMPLOYMENT APPLICATION FORM

Position Applied for:		Salary/Wage Expectations:	£ per
Full time or Part time?		Preferred Hours of Work?	per week

1. PERSONAL DETAILS:

Surname:		Forename(s):	
Title:		Known As:	
Current Address:		Home Phone No:	
		Mobile Phone No:	
		Work Phone No:	
Post Code:		E-mail Address:	

2. EDUCATION & TRAINING:

Establishment Name (eg, Schools, College, Further Education, University, etc)	Dates		Examining Body	Subjects or Qualification	Grade or Anticipated Grade
	From	To			

Professional Membership and Qualifications:

3. EMPLOYMENT HISTORY:

Please list below your present and past employment, beginning with your most recent employer. You may continue of a separate sheet if necessary.

Name of Employer # 1:		Full Address:	
Starting Date:		Starting Pay:	£ per
Leaving Date:		Leaving Pay:	£ per
Reason for Leaving:			Notice Period Required:

Your Job Title:
Describe the work you do/did and the tasks involved:

Name of Employer # 2:		Full Address:	
Starting Date:		Starting Pay:	£ per
Leaving Date:		Leaving Pay:	£ per
Reason for Leaving:			

Your Job Title:
Describe the work you did and the tasks involved:

4. ADDITIONAL INFORMATION:

Please use this space to detail any other information you may wish to add in support of your application, which could include skills and experience you have gained through employment and other work activities and interests: (continue on a separate sheet if necessary).

5. REFERENCES:					
In the event of any offer of employment and your subsequent acceptance, we will contact your current/previous employers to obtain a work reference: Please tick if we <i>can</i> contact them prior to any employment offer:					
Employer # 1:	Contact Name:		Job Title:		Contact prior to employment offer
Contact address:				Telephone Number:	
				Email address:	
Employer # 2:	Contact Name:		Job Title:		Contact prior to employment offer
Contact address:				Telephone Number:	
				Email address:	

6. GENERAL:				
Have you a current Driving Licence?	Provisional	Full	HGV	No
If you have any endorsement, please give details:				
Do you own a car?				
Do you need a permit to work in the UK?				
Have you ever been convicted of a Criminal Offence? (Declaration subject to the Rehabilitation of Offenders Act):	If yes, please detail:			
If offered this position, will you continue to work in any other capacity?	If yes, please detail:			
Is there anything concerning your medical history or state of health that is relevant to your application?	If yes, please detail:			

7. DECLARATION:	
<p>I hereby confirm that the above details are true and complete to the best of my knowledge and belief. I understand that any offer of employment will take into consideration the information I have provided, and any false statement may be sufficient cause for rejection or, if employed, dismissal.</p> <p>I authorise Blackburn Starling to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving or receiving information.</p> <p>I give my consent to my personal information being processed in relation to my application for employment under the Data Protection Act 1998, in that information provided on this form will only be used in relation to my application for employment.</p>	
Please insert Full Name to Confirm:	Date:

<p>Please return this application form to:</p> <p>Human Resources Administration Blackburn Starling & Company Limited Queens Drive Nottingham NG2 3AY</p> <p>hr@blackburn-starling.co.uk Tel: 0115 986 6331 Fax: 0115 986 0301 www.blackburn-starling.co.uk</p>

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