



# Application Form

**Office Use only**

Site/Location \_\_\_\_\_

Vacancy ref: \_\_\_\_\_ Closing Date: \_\_\_\_\_

---

Position applied for: \_\_\_\_\_ Based at: \_\_\_\_\_

Where did you hear about this vacancy? \_\_\_\_\_

**Personal Details**

Title: \_\_\_\_\_ Forenames: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Previous/Other Names: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ At current address since: \_\_\_\_\_ (month and year)

Telephone number/s (home): \_\_\_\_\_ (mobile) \_\_\_\_\_

National insurance number: \_\_\_\_\_ Do you require a work permit? \_\_\_\_\_

Are there any dates you would be unavailable for interview? \_\_\_\_\_

**Employment Details**

Current/Most Recent Employer Name & Full Address: \_\_\_\_\_

\_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_ Notice Period: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

\_\_\_\_\_

*Current/Most Recent employers will be contacted for a reference. Please tick if you would like to be contacted before they are approached.*

**Training & Education** *Main Qualifications (related to this post):*

Dates	School/College/University	Qualifications Gained	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Certificates will be requested at interview stage* *Please continue over the page.*





**References** *please nominate 2 referees (other than your current / most recent employer) one of which should have known you for the last 5 years:*

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Full Address: \_\_\_\_\_ Full Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

*No appointment will be made without satisfactory references being received. Please tick if you would like to be contacted before they are approached.*

**Declaration**

I declare that all the details given here are true and accurate. I accept that any omission or false statement may result in my dismissal.

I authorise the Company to approach any Government Agencies, Former Employers, Accountants or Personal Referees named to verify the information given and I authorise such agencies or individuals to provide the information requested.

I acknowledge that an employment offer made by the company is subject to the receipt of references and medical clearance satisfactory to the Company.

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

**Further Declaration**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section (42) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1975 (Exemptions) Order 1975.

Applicants are therefore not entitled to withhold information about convictions, including those for which other purposes are 'spent' under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Company.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

1. I have nothing to declare\*

2. I have something to declare, see details attached\*

\*delete as applicable

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

Successful applicants will be required to apply for a Disclosure from the Criminal Records Bureau. Further information can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

Please return this application form with the completed Occupational Health Questionnaire and Equal Opportunities Monitoring Document.

*Thank you for your time and interest in The SENAD Group.*