

**HR notes:**

- This form can be issued to candidates to apply for a job role with you, where your organisation does not require them to declare spent convictions. Complete all details indicated in **bold** and **bold font**. Delete these HR notes

[Company name]

Staff Application Form

Please complete this form in **ALL** capitals. Think of this as your current CV.  
 Note: The information you provide is confidential and will be held in strict confidence. We will not be releasing this information to any unauthorised third party without your express written consent.

Appointing for: \_\_\_\_\_

Preference: \_\_\_\_\_

Preferred shift(s): Full Time / Part time / Term Time / Days / Evenings / Nights / Weekends / Supply  
 (please circle all that apply)

**Personal details**

Title Mr/Mrs/Miss/Ms/Other (please specify) \_\_\_\_\_

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_

Email address \_\_\_\_\_

Telephone (home) \_\_\_\_\_

Work \_\_\_\_\_

Other eg mobile \_\_\_\_\_

May we ring you at work? (we will use this with discretion) Y / N (please delete)

National Insurance Number \_\_\_\_\_

By expanding on your CV, you can help us to understand you better. Please provide any relevant information in this post. Reference should be made to the job description, person specification and any other relevant information (please delete if not applicable).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education**

**Secondary School/colleges**

Please give details of all your qualifications up to A Level standard or the equivalent.

Name and address of school/college	Subject	Grade

**Further Education**

Please give details of university qualifications, such as diploma and certificate.

Name and address of university	Qualifications awarded

**Professional and other qualifications**

Please give details and dates of any professional qualifications you have undertaken and any other qualifications you have attended.

\_\_\_\_\_

\_\_\_\_\_

**Other skills**

Please list any other skills, such as languages, computer, first aid etc

\_\_\_\_\_

**Driving**

Do you hold a current driving licence? Y / N (please delete). If no, please provide details:

\_\_\_\_\_

Do you have use of a car? Y / N (please delete). Do you have transport? Y / N (please delete).

Employment history

Company name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job title \_\_\_\_\_

Brief outline of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current/last basic salary £ \_\_\_\_\_ Salary required £ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_

\_\_\_\_\_

Date employed From \_\_\_\_\_

\_\_\_\_\_

Job Title \_\_\_\_\_

Brief outline of duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

£ \_\_\_\_\_

(continued)

(continued)

Example only, do not copy

Company name \_\_\_\_\_

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\_\_\_\_\_

Example only, do not copy

How did you learn about this vacancy?

Specialist	Y / N

Will you be required to work in the UK in accordance with the Immigration and Asylum Act 1996?  Y /  N

You must provide satisfactory references prior to commencing work with us.

Additional work

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Previous employment (please delete). If yes, please specify locations and dates:

Criminal convictions

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If yes, please give details:

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Interview

venue, sign language interpreter

Can we make any reasonable

Declaration

I declare that to the best of my knowledge all statements and information given in this form are true and complete and I have not provided any false or misleading information. I understand that if I am appointed and any of the information provided is found to be false or misleading, I may be liable to dismissal.

I agree to provide references and accept an offer of employment with us. I consent to my details being checked by me to credit reference and criminal record agencies.