# ­­­­ Job application form

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| Post applying for |  |

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| Personal information | |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Previous names |  |
| Current address |  |
| Post code |  |
| Daytime telephone number: |  |
| Mobile telephone number: |  |
| Email address: |  |
| Do you have the right to take up employment in the UK? | Yes/No (please delete as appropriate) |
| If ‘yes’ do you require a work permit? | Yes/No (please delete as appropriate) |

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| Employment history | | | | | | |
| *Please enter details of your present or most recent job* | | | | | | |
| Name of employer: | | | | Address: | | |
| Job title: | | | | Final salary: | | |
| Start date: | | | | Date of leaving (if applicable): | | |
| Reason for leaving: | | | | Notice required: | | |
| Brief description of duties: | | | | | | |
| Employment history (continued)  *Please use the section below to provide details of any other jobs, starting with the most recent*  *Continue on a separate page if necessary* | | | | | | | |
| **Date from** | **Date**  **to** | **Employer’s name** | **Job title** | | **Final salary** | **Reason for leaving** | |
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| Education | | | | |
| *Starting with the most recent, please list your education history, including any professional qualifications* | | | | |
| **Date**  **completed** | **Names of school, college or university** | **Subject taken** | **Qualification** | **Grade achieved** |
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| Training and development | | | |
| Starting with the most recent, please give details of any training courses or events you have attended which are relevant to this post | | | |
| **Date**  **completed** | **Course title** | **Course provider** | **Summary of content** |
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| Personal statement |
| *Please use the following section to demonstrate how you meet the criteria set out in the person specification. The information you provide here will largely determine whether or not you are selected for interview, so please take time to consider your answer. Continue onto separate pages if necessary.* |

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| Driving | |
| Do you hold a full driving licence? | Yes/No (please delete as appropriate) |
| Do you have any current/pending driving endorsements or convictions? | Yes/No (please delete as appropriate) |
| Do you have access to a car? | Yes/No (please delete as appropriate) |

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| --- | --- |
| References | |
| References are taken up upon offer of employment. Please identify two people we can approach for a reference; one should be your current or most recent employer. | |
| Name | Name |
| Address | Address |
| Email | Email |

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| Declaration |
| I declare that the information I have given on this form is, to the best of my knowledge, true and complete and may be treated as part of any subsequent contract of employment with Unlock.  I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then Unlock shall be entitled to withdraw any offer of appointment or terminate any contract of employment. |
| **Signature:** |
| **Date:** |

Please return your completed application form by the closing date, following the instructions in the recruitment pack.