**Application for Employment**

**PRIVATE AND CONFIDENTIAL: Please complete the form in CAPITAL LETTERS**

|  |  |
| --- | --- |
| Position applied for: | Today’s date: DD/MM/YEAR |

How did you hear of this vacancy? *(Include date)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. PERSONAL PARTICULARS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Forename: | | Surname: |
| Address: | | Telephone number *(inc. STD Code)*  Home:  Mobile:  Business:  *(Tick box if you do not want to be contacted at work)* | |
| Postcode: | | Do you have the right to  work in the United Kingdom? Yes No  *Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.* | |
| Email address: | |
| N.I. Number: | |
| Do you have a current driving licence? Yes / No | |

**B. EDUCATION AND QUALIFICATIONS**

QUALIFICATIONS: Please provide details of school and work-related courses/certificates/exams attempted and results (including any examinations failed).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s) and location of school(s) / college(s) / training provider(s) | Dates | | Subject / courses studied and level | Examination result / grade *(inc. any examinations failed)* |
| From | To |
|  |  |  |  |  |

**C. EMPLOYMENT HISTORY**

Please list starting with the most recent, all the organisations for which you have worked during the last 5 years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name(s) and Address(es)  of Employer(s) | Dates | | Position Held/  Main Duties | Starting/  Leaving Salary | Reason for  Leaving |
| From | To |
|  |  |  |  |  |  |

|  |
| --- |
| When are you able to start work? |

|  |
| --- |
| What are your main achievements / strengths? |

**D. SUPPLEMENTARY INFORMATION**

|  |  |
| --- | --- |
| Have you ever been convicted of a criminal offence?  *(Which is not a spent conviction under the Rehabilitation of Offenders Legislation)* | Yes / No |
| Are you willing to work overtime and weekends when required? | Yes / No |
| Are there any restrictions on hours/days you can work?  *(If yes, please give details)* | Yes / No |

**E. REFERENCES**

Please give the names, addresses and email address of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job.   
*(One of these must normally be a previous employer)*

Can we approach your present/most recent employer? Yes / No

*(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)*

|  |  |
| --- | --- |
| Name:  Position:  Address:  Telephone Number: | Name:  Position:  Address:  Telephone Number: |

|  |
| --- |
| Why would this position suit you? |

|  |
| --- |
| Any other comments you would like to make? |

|  |  |
| --- | --- |
| DECLARATION OF APPLICANT  I confirm that the above information is correct.  I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.  I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable. | |
| Signed: | Date: |

**FOR OFFICE USE ONLY: INTERVIEW RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| Interviewed by: | | Date: | |
| Interviewer’s report and reasons for decision as indicated below: | | | |
| Reject  Rejection letter sent: Yes / No | Further interview | | Accept |

|  |  |
| --- | --- |
| **APPOINTMENT RECORD**  To be completed where there has been an offer of employment. | |
| CONDITIONAL OFFER LETTER  Date sent:  Response:  Acceptance / Refusal / No reply | REQUESTS FOR REFERENCES  Date sent:  Response:  Good / Satisfactory / No reply / Suspect / Unsuitable |
| RIGHT TO WORK IN THE U.K.  Appropriate documentary evidence checked: Yes / No | |

PLEASE EMAIL YOUR APPLICATION FORM TO: [personnel@moodylogistics.co.uk](mailto:personnel@moodylogistics.co.uk)