# CONFIDENTIAL

## Employment application form

#### For the post of

|  |
| --- |
|  |

CVs attached will only be treated as additional information.

# Personal details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| surname |  | first name (s) |  | |
| addresspost code |  | | | |
| **Tel No: Home** |  | **Tel No: Work** | |  |
| **Email** |  | **Mobile** | |  |

### Present or most recent employer

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** |  | | |
| **Name of Employer:** |  | | |
| **Address of Employer:** |  | | |
| **Date of Appointment:** |  | **Present Salary:** |  |
| **Period of Notice:** |  | | |
| **Summary of Duties, responsibilities and accountabilities:** | | | |
|  | | | |
| **Reason for seeking alternative employment or for leaving:** | | | |
|  | | | |

### Previous employment: most recent first

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **(From/To)** | **Name & Address of Employer** | **Position held & Brief Detail of Duties** | **Reason for Leaving & Salary on Leaving** |
|  |  |  |  |

# Experience & reason for applying

|  |
| --- |
| **Please describe briefly what attracted you to the post. What skills, interests and experience could you bring to it? The information you provide here will play a major part in our decision on whether or not to interview you. (Continue on a separate sheet of A4 paper if required)** |
|  |

# Education & training

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **(From/To)** | School/College/Institution | **Subject/Course Taken**  **& Qualification** | **Full/Part Time** |
|  |  |  |  |

# Other courses/specialist training or skills relevant to the post

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **(From/To)** | Details of Course | **Subject/Course Taken**  **& Qualification** | **Full/Part Time** |
|  |  |  |  |

# Membership of professional bodies/organisations

|  |  |  |
| --- | --- | --- |
| **Name of Association/Institutes** | **Grade of membership** | **Date of entry** |
|  |  |  |

Do you consider yourself to have a disability? **Yes / No**

We are committed to interviewing any candidate with a disability who meets

the minimum criteria for appointment to this post; this information will therefore

be passed to the Manager responsible for this post.

Please tick if you do **not** wish this to be the case \_\_\_\_

**ADDITIONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| please tick relevant box | **Yes** | **No** |
| Have you ever been convicted of a Criminal Offence other than petty Motoring Offences and spent convictions? |  |  |
| Do you have any criminal charges pending? |  |  |
| Have you ever been dismissed from employment for a reason other than redundancy? |  |  |
| As required by the Immigration, Asylum and Nationality Act 2006, do you currently have the right to work and live in the EU? |  |  |
| Are you related to any Board Member, former Board Member or current employee of Manor Estates? |  |  |
| Do you hold a current driving licence? |  |  |
| Do you have penalty points? |  |  |

|  |
| --- |
|  |

Where did you learn of this vacancy?

### references

Please provide details of two referees. The first should be your present or most recent employer. References will normally be taken up prior to interview.

If you do **not** want us to do this, please tick here \_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Name, Address & Telephone Number of referee** | | Person to contact |
| 1 |  |  |
| 2 |  |  |

### 

### declaration

I declare that the information I have given on this form is true, accurate and without omission. I understand that if any particulars given by me in this application are found to be false, or if I wilfully omit or suppress any material facts, I may be liable to dismissal, if appointed, or any job offer being withdrawn.

**Signed** **Date**