EMPLOYMENT APPLICATION FORM

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| station road | dalston | carlisle | cumbria | ca5 7lt | 01228 710707 | | | |
| Position Applied For: |  | Where Did You See The Vacancy Advertised? |  |

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| --- | --- | --- | --- | --- | --- |
| personal details | | | | | |
| Title: |  | Name: |  | Surname: |  |
| Address: |  | | | | |
| NI Number: |  | | | | |
| Contact: | Home:  Work:  Mobile:  Email: | | | | |
| Please state the date you are not available for interview | | | | | |
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| driving licence and work permit | | |
| Do you have a driving license? | Yes | No |
| Do you have a permit to work in the UK? | Yes | No |
| In order to comply with the legal requirements, if invited to an interview all applicants are required to provide evidence that they can work legally in the UK. No job offer can be confirmed until such evidence is produced. | | |

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| SUPPORT |
| Do you require any support or adjustments to enable you to take part in the selection process? If yes, please state below: |
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| EDUCATION/TRAINING/SKILLS RECORD Please give details of your education, training and skills to date, starting with the most recent first. (Continue on separate sheet if necessary) | | | |
| Dates | | where attended | qualifactions/grade attained |
| From | to |  |  |
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| Employment details (present/last) | | | | |
| Job Title: |  | Company Name: | |  |
| Company Address: |  | | | |
| Dates From and Too: |  | | Salary: |  |
| Outline of Duties: |  | | | |
| Period of Notice Required: |  | | Reasons for Leaving: |  |

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| previous employment history (continue of separate sheet if required) | | | |
| Company Name: |  | Location: |  |
| Job Title: |  | Dates To and From: |  |
| Outline of Duties: |  | | |
| Reasons for Leaving: |  | Salary: |  |
| previous employment history (continue of separate sheet if required) | | | |
| Company Name: |  | Location: |  |
| Job Title: |  | Dates To and From: |  |
| Outline of Duties: |  | | |
| Reasons for Leaving: |  | Salary: |  |

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| iNTERESTS AND HOBBIES Please give details of any interests and hobbies below: |
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| criminal convictions | | |
| Have you ever been prosecuted and/or convicted of a criminal offence, which is not yet spent under the rehabilitation of Offenders Act 1974? | Yes | No |
| If yes, please give the dates and nature of the offence: |  | |
| Do you have a court case pending or any other action currently being taken against you? | Yes | No |
| Failure to disclose any unspent offences or pending police action may result in any contract offers being terminated without notice. This information may be referred to at interview. | | |

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| If offered the position, will you continue to work in any other capacity? | Yes | No |
| If yes, please give details (including hours worked): |  | |

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| further details You are invited to add below relevant information in support of your application. Please continue on a separate sheet if necessary: |
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| references Please give the names of two people who are able to provide references relating to your work experience and your suitability for the post applied for. One referee should be your current or most recent employer. | | | |
| **Current Employer** | | **Other** | |
| Name: | | Name: | |
| Position: | | Position: | |
| Address: | | Address: | |
| Telephone: | | Telephone: | |
| May we contact the person prior to the interview? | | | |
| Yes | No | Yes | No |
| References will normally be taken up prior to the employment unless you indicate otherwise. | | | |

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| declaration | | |
| I certify that to the best of my knowledge the information given in correct.  **Providing false information or withholding any relevant information will result in dismissal or the withdrawal of any offer of employment.**  I consent to MFL holding personal data on the terms set out below:  Signature:……….………………………………………..………………….. Date:……………………………………………………………………….……… | | |
| CV Attached:  You may attach a CV with your Application Form but you must send a completed Application Form with your CV. | Yes | No |

Data Protection Act (1998)

This form contains personal data about you. MFL will hold relevant data about you only for so long as it is strictly necessary to do so and we will process the data only incompliance with the Data Protection Act 1998 (as amended from time to time). It will use the details you have provided only for the purposes of processing your application for employment.

Please return your completed form to:

MFL

Station Road

Dalston

Carlisle

Cumbria

CA5 7LT