**Confidential**

# **Application form**

|  |  |  |
| --- | --- | --- |
| Position Applied for: | **Date of Application:** | **Where did you hear about this vacancy?** |

## Personal Details

|  |  |
| --- | --- |
| **First Name(s):** | **Last name:** |
| **Address:** | |
| **Daytime telephone number:** | **Mobile Number:** |
| **Email Address:** | **Have you made an application to us before?**  **YES / NO** |
| **Do you hold a Full UK Driving Licence?**  **YES / NO** | **Is your driving licence free of endorsements?**  **YES / NO** |
| **Are you eligible to work in the UK?**  **YES / NO** | **What days of the week would you prefer to work?** |
| **Please state what documentation you can provide to demonstrate your eligibility to work in the UK e.g. British passport, European Economic Area identity card, full birth certificate etc.** | |

## Education

|  |  |
| --- | --- |
| **Secondary Schools Attended** | **Qualifications Attained** |
|  |  |

## Further Education

|  |  |
| --- | --- |
| **College/University Attended** | **Examinations taken and results**  **achieved or expected** |
|  |  |

**Other Attainments** e.g. Duke of Edinburgh Award, First Aid, HGV Licence etc. also include details of other language capability together with an indication of proficiency, patents, publications etc.

|  |
| --- |
| **Details of certificate, qualification level** |
|  |

**Employment Record** (starting with the most recent)

|  |  |
| --- | --- |
| Current salary and benefits or salary when last employed: | **Notice period required:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer, Nature of Business and Location** | **Position Held & Main Duties** | **Reason for**  **Leaving** | **Start**  **Date** | **Leaving**  **Date** |
|  |  |  |  |  |

**Training** (details of seminars, workshops, training courses attended)

|  |  |  |
| --- | --- | --- |
| **Subject** | **Organised by** | **Date(s) attended** |
|  |  |  |

**Suitability for the Position**(Please state clearly why you are applying for this position and outline your relevant skills and experience.

|  |
| --- |
| Please continue on a separate sheet if necessary |

**Criminal Convictions** (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)

|  |
| --- |
| **Have you been convicted of a criminal offence?** If the answer is Yes, please provide details: |

**Additional Information** (include details of any other information you think it would be beneficial for EUREKA! to be aware of e.g. computer literacy, ability to speak languages other than English, Car Driver/Owner (endorsements if any) or any additional experience not covered above).

|  |
| --- |
|  |

**References** Please give the names and address of two referees, one of whom should be your previous or most recent employer and excluding members of your family.

|  |  |
| --- | --- |
| **Full Name:**  **Company:**  **Address:**  **Telephone Number:**  **Email Address:** | **Full Name:**  **Company:**  **Address:**  **Telephone Number:**  **Email Address:** |

|  |  |
| --- | --- |
| **Relationship of referee to you:**  **May we contact this referee before interview YES / NO** | **Relationship of referee to you:**  **May we contact this referee before interview YES / NO** |

Please note any offer of employment will be subject to references which are satisfactory to Eureka!, who reserve the right to take up references with all past employers and request evidence of all relevant qualifications.

The information you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by the law.

Please note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.

I confirm that to the best of my knowledge and belief all particulars I have given in this application are complete and true. I understand that any false declaration or misleading statement may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions (as required for the role), a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

|  |  |
| --- | --- |
| **Signed** | **Date** |