



CONFIDENTIAL APPLICATION FORM FOR EMPLOYMENT

PWCA Ref:		Position Applied For:	
Location:		Closing Date:	

Where you heard about vacancy: _____

PERSONAL INFORMATION

Title:		Surname:		Forename(s):	
Address:		Telephone (Home):		Telephone (Mobile/work):	

Email address: _____

National Insurance Number: _____

NB if you do not provide your National Insurance Number, your application will not be progressed

Full-time <input type="checkbox"/> Yes <input type="checkbox"/> No	Part-time <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any particular days you cannot work? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', please provide details : _____	
Are you related to anyone working for the company? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', please provide details : _____	
Are you an overseas student from outside the EEA? <input type="checkbox"/> Yes <input type="checkbox"/> No (If 'Yes' you may only work up to 20 hours per week term-time)	

EDUCATION/TRAINING RELEVANT TO POST (Please continue on a separate sheet if required)

Name of School/College	From	To	Qualifications	Grade

EMPLOYMENT HISTORY (Please continue on a separate sheet if required. Any gaps in employment must be explained)

Name and address of previous employer(s) starting with most recent	From (Month/Year)	To (Month/Year)	Position held	Salary \ hourly rate of Pay	Reason for leaving

SUPPORTING INFORMATION

Please describe below how you meet the requirements of the Job Description/Person Specification.
Include any additional information you wish to put forward in support of your application.
(Please continue on a separate sheet if required)

INTERESTS

FURTHER INFORMATION

Do you hold a current UK driving licence? Yes No If Yes, type of license: Provisional / Full

Have you any driving endorsements/disqualifications? Yes No

If Yes, please provide further details:

REFERENCES

Referee 1: must be your present or most recent employer

Referee 2: must be your penultimate employer or can be a character reference

NB: WE MAY VERIFY REFERENCES RECEIVED BEFORE CONFIRMING ANY JOB OFFER

Referee 1: Do not contact before interview
Do not contact prior to acceptance of
offer of employment

Referee 2: Do not contact before interview
Do not contact prior to acceptance of
offer of employment

Company:

Name:

Position

Held:

Address:

Postcode:

Telephone:

Fax:

email:

Company:

Name:

Position

Held:

Address:

Postcode:

Telephone:

Fax:

email:

APPLICANT DECLARATION

- I confirm that the above information is a true record. I consent to the Company checking any information provided on this form, and I understand that giving false information may lead to any job offer being withdrawn, or to formal action up to and including termination of my employment.

Signature of Applicant:

Date: