**Job Application Form**

|  |  |  |
| --- | --- | --- |
| **Position applied for:** |  |   |
| **Source of application:** |  |   |

**Driving licence**

Do you have any of the following?

|  |  |
| --- | --- |
| **A full driving licence:**YES/NO | **An LGV licence:**YES/NOIf yes, category? |
| **Any current endorsements:**YES/NO | **Use of a car:**YES/NO |

**Employment history**

Please give details of your employment history, beginning with your present or most recent. Include work experience, part-time and temporary positions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (from-to)** | **Employer (name and address)** | **Position held (title, responsibilities, duties, working hours)** | **Reason for leaving** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

|  |
| --- |
| **Disabilities** |
| **Do you require any special arrangements to be made for your interview on account of a disability?** | Yes | No |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:     |

|  |
| --- |
| **Notice** |
| How many weeks' notice are required by present employer? |   |
| **Training and experience** |
| Please give details of any relevant qualifications or courses attended, together with any other information that may assist your application (continue on a separate sheet if necessary):    |
| **Convictions**  |
| Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.    |
| **Right to work in the UK** |
| Are you a British subject or a national of any EU country? |
| If not, do you have the right to work in the UK and necessary permissions? |
| If so, please state any restrictions on your right to work in the UK and the expiry date of any permissions. |
|   |

**Referees**

Please give the details of two referees (one should be your current or most recent employer) We need to take up references to cover your last 5 years employment/education, or your last 2 employers if employed by the same company for the last 5 years:

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|   |   |
| **Address:** | **Address:** |
|     |   |
| **Telephone number:** | **Telephone number:** |
|   |   |
| **Occupation:** | **Occupation:** |
|   |   |
| **Time known:** | **Time known:** |
|   |   |
| **May references be taken up before interview?**YES/NO | **May references be taken up before interview**?YES/NO |

|  |
| --- |
| **Data protection**Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.The company treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the company's job applicant privacy notice.**Declaration**I declare that the information given in this application is to the best of my knowledge complete and correct.I hereby give my consent to Fox Print Services (Tunbridge Wells) Ltd carrying out checks on my qualifications.Employee's signatureNote: Any false, incomplete or misleading statements may lead to dismissal. |

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |   |
| **Forenames:** |   |
| **Current address:** |    |
| **Day time telephone number:** |   |
| **Evening telephone number:** |  |
| **Email address:** |   |