

# APPLICATION FOR EMPLOYMENT

## PRIVATE AND CONFIDENTIAL

Please return this form to:

HR Department, KRS Services Ltd, Harbour House, Port Way, Preston PR2 2PR

POSITION APPLIED FOR: \_\_\_\_\_

|  |   |                          |
|--|---|--------------------------|
| Surname:   | Forename(s):                                  | Title:                   |
| Address:   |   |                          |
| Postcode:  | Home Telephone Number:                        | Mobile Telephone Number: |
| NI No:   | Email Address:                                |                          |
| Notice required in current post:   | Do you have any holidays booked? Please list: |                          |
| Are there any restrictions on you taking up employment in the UK?    Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide details) |   |                          |
| Current driving licence?    Yes/No   | Details of endorsements                       |                          |

## EDUCATION HISTORY

| <u>SCHOOLS/COLLEGES/UNIVERSITY</u> | <u>DATES ATTENDED</u> | <u>QUALIFICATIONS GAINED</u> |
|------------------------------------|-----------------------|------------------------------|
|                                    |                       |                              |

**EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)**

| NAME & ADDRESS OF EMPLOYER | JOB TITLE | DUTIES | SALARY | DATES EMPLOYED FROM - TO | REASON FOR LEAVING |
|----------------------------|-----------|--------|--------|--------------------------|--------------------|
|                            |           |        |        |                          |                    |

## OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

## REFERENCES

Please note here the names and addresses of your current and previous employer, from whom we can obtain references.

1.

2.

## CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

## DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
4. I authorise you to contact my previous employers for a reference prior to an offer or commencement of employment.

Signed: .....

Date: .....