

Job Application Form

Please complete this application in **BLACK INK** in **BLOCK CAPITALS**.

In order for your application to be considered all sections of this form MUST BE COMPLETED.

Please attach any further information and/or documents you wish to be considered.

Application for the post of:	
Salary annum £	

1. PERSONAL DETAILS

National Insurance Number:

Title	First Name	Surname	Current Driving Licence
Address:		Contact Details:	
Town:		Home Number:	
County:		Mobile Number:	
Postcode:		Work Number:	
		Email Address:	
If you have a personal website and would like to give us the details, please do so here:			

IMPORTANT

Under section 8 of the Asylum and Immigration act 1996 (amended 1st May 2004) all applicants must provide Employers evidence of their right to work in the UK. This may take the form of one document from Section 1 or two documents from Section 2 (see page 4).

Please indicate below which document/s you have as proof of identification and your right to take up employment within the UK.

Document : Document No:
 Document : Document No:

Do you require a visa to work in the UK?	
--	--

Please state type of work visa held?	
--------------------------------------	--

2. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

Note: If successful in your application all examination certificates will be required for inspection by the Company.

You may include photocopies with this application if you wish.

Please list any foreign languages spoken or written, indicating degree of fluency

Secondary Education:	From:	To:	Examinations taken and Qualifications gained (give dates and grades):
University/Colleges/Evening Classes/Apprenticeships/Any other qualifications:	From:	To:	Qualifications Gained:
Membership of Professional Bodies, Associations or Organisation:	Date Awarded	Reg No:	Status:

3. WORK HISTORY – CURRENT/MOST RECENT POSITION

Employers Name and Address:	Job Title (briefly outline duties and responsibilities):
Present Salary/Wage:	Other Benefits:
Date of Appointment:	Notice Required:
Name of Immediate Superior:	Reason for Leaving:

PREVIOUS EMPLOYMENT – starting with the most recent employer

Employer's Name and Address:	Job Title (briefly outline duties and responsibilities and Salary):	From:	To:	Reason for Leaving:

Please provide details of any part-time jobs held at present:

4. ADDITIONAL INFORMATION-

<p>Has your current driving licence got any endorsements? Please provide a photocopy with this application. If you hold a current driving licence but have endorsements, state:</p>		
<p>Offence: 1. 2.</p>	<p>Date of Offence:</p>	<p>Sentence Incurred:</p>
<p>Do you have any past criminal conviction(s) (If YES please give details) and/or any criminal proceedings pending against you?</p>		
<p>Have you previously applied for any position with Qual Ltd? If so what was the position?</p>		
<p>From what source did you learn of this vacancy?</p>		
<p>What attracted you to this vacancy?</p>		
<p>What are the strongest qualities you feel you have for this vacancy?</p>		
<p>How soon will you be available for work?</p>		<p>Date:</p>
<p>Do you have any holidays booked? If so when are they?</p>		
<p>Do you have any friends or relatives working with this company? If yes, please give their names</p>		
<p>Are you in good health?</p>		
<p>Are you a registered disabled person?</p>		
<p>Have you had any serious illness/accident or been admitted to hospital in the last 3 years? If yes, for what reason?</p>		

How many occasions of sickness have you had in the previous 12 months:	
What are the total number of days absent from work in the past 12 months:	
Would You Describe Yourself as a Punctual Reliable Person?	
How many occasions have you been late for work in the last 12 months:	
Do you have a vehicle for travel to and from work?	
If necessary would you be prepared to relocate?	
What are your main interests outside work?	
Please detail below any additional information which may support your application	

5. REFERENCES – Please give details of two work referees, one of whom must be your current employer and one a previous employer. References will only be taken up once an offer of employment has been made.

Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:

Address:	Address:
Telephone:	Telephone:
Email:	Email:

6. INTERVIEWS – please state below any dates that you will not be available over the next 4 weeks, should you be short listed for interview. Please note it may not be possible to schedule interviews to accommodate these dates.

7. DECLARATION

I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld or provided false information, disciplinary action may be taken against me, which may include dismissal.

Signed: _____ Date: _____

Please Print Name: _____

Section 1 (one document from this section only)

A passport showing that you are a British citizen, or have a right to live in the United Kingdom.

A national passport or national identity card showing that you are a national of a European Economic Area country or Switzerland.

A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.

A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as a family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.

A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or has no time limit on your stay.

A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work you are applying for if you do not have a work permit.

An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

Section 2 (only applies if you have no evidence of a document from section 1)

First Combination

A document giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

AND:

A full birth certificate issued in the United Kingdom, which includes the names of your parents; OR

A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR

A certificate of registration or naturalisation stating that you are a British citizen; OR

A letter issued by the Home Office which states your personal details and indicates that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR

An Immigration Status Document issued by the Home Office which states your personal details endorsing that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR

A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for; OR

An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for.

OR (only applies if you have no evidence of a document from section 1)

Second combination

A work permit or other approval to take employment that has been issued to you by Work Permits UK.

AND:-

A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment applied for; OR

A letter issued by the Home Office to you confirming that you are able to stay in the United Kingdom and can take the work permit employment applied for.

FOR OFFICE USE ONLY Date completed form received:		
Job Ref. No.		
Interview arranged for date:	time:	am/pm
With:		
Result: (a) Offer made on (date)		
as (title)		
at (salary)	£	per annum/week
(b) Not proceeding Applicant notified (date)		
Offer accepted/declined (date)		
References applied for (dates)	(i)	(ii) (iii)
References received (dates)	(i)	(ii) (iii)
Starting date:	P45 received/ NI No. confirmed (date)	