

## Application For Employment Form

Please complete in black ink.

The application form has been divided into sections; You may also attach a C.V if you wish.

<b>Section 1: Personal Details</b>		
1	Post applied for:	
	Surname:	Initials:
	Address:	
		Post Code:
	Contact telephone numbers:	Work:

<b>Section 2: Supporting Information</b>	
2	<p>Please give an account of the skills, training, education, qualifications and experience (both through paid employment or otherwise) which you feel are relevant to this position. Please also state what the main attractions of this post are for you and why you wish to work for this organisation. Continue on a separate sheet if necessary.</p>
	<p>State number of additional sheets (if any) included...</p>



## Section 5: Qualifications

Please give full details of all qualifications gained after the age of 14.  
Please note that for some jobs formal educational qualifications are not required.

### Secondary Education

Subject	Level	Grade	Date Passed	Subject	Level	Grade	Date Passed

### Further / Higher Education

College/University	Dates attended	Title / level of course	Result / Grade	Date Passed

### Membership of professional bodies

Institution / Society	Date Membership attained	Grade of membership or qualification

### Training

Relevant vocational courses	Dates attended	Organising body

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## Section 6: References

Please ensure that one is your present or last employer.

References for shortlisted candidates are normally taken up prior to interview unless you indicate that this is not acceptable by ticking the boxes below.

1.	Name:	2.	Name:
	Position:		Position:
	Address:		Address:
	Telephone no.:		Telephone no.:
<input type="checkbox"/>		<input type="checkbox"/>	

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## Section 7: Additional Information

Please circle the appropriate answer

Do you have a full UK driving licence?

YES / NO

If applicable, please give details of any endorsements on your licence:

Do you own or have use of a car?

YES / NO

Does your current employer provide you with a car for work purposes?

YES / NO

Have you been convicted of a criminal offence in the last 5 years?

YES/NO

Are there any criminal proceedings pending against you?

YES/NO

If yes to either of the above, please give details:

Are you a British Citizen?

YES/NO

If you answered no to the above question are you a European Economic Area (EEA) National?

YES/NO

If you answered no to both of the above questions, do you EITHER have exemption from requiring a work permit OR are you in possession of a valid work permit?

YES/NO

If you answered yes to the above question; please give details:

*I declare that to the best of my knowledge the information I have given in this application is true and that providing false information may lead to disqualification from interview or dismissal after appointment.*

Signed:

Date:

Please return this application form to:

**Human Resources, Knibbs Computer Services Ltd, Suite 1, Ground Floor,  
Falmer Court, London Road, Uckfield, East Sussex TN22 1HN**

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