

Form AP2(H)

Application for Employment

Private and Confidential

Return this form to:

Position Applied for:

Reference Number:

Personal Details

Name	Title:	
	Forename(s):	
	Surname:	
Contact Information	Address:	
	Post Code:	
	Email:	
	Tel No. (Home):	
	Tel No. (Mobile)	
	N.I Number:	

Current Driving Licence

	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	
	Groups:				
	Expiry Date:				
	Details of Endorsement(s):				

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:				

Education (please complete in full and use a separate sheet if necessary)

	Schools/College/University Names	Qualifications Gained

Employment History (please complete in full and use a separate sheet if necessary)

Last/Current Employment	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:
	Notice Period: Please explain any gaps in employment if this employment did not immediately follow your previous employment.
Previous Employment #2	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:
Please explain any gaps in employment if this employment did not immediately follow your previous employment.	
Previous Employment #3	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:

	Duties:
	Rate of Pay:
	Reason for Leaving:
	Please explain any gaps in employment if this employment did not immediately follow your previous employment.

Current Membership of Professional bodies (i.e. CIPD, NMC)

	Please note any professional bodies you are a member or registered with:

Professional Registration Number (where applicable)

	Registration/PIN Number (Nursing):
	GMC Certificate Number (Doctors):

Other Employment

	Please note any other employment that you would continue with if you were to be successful in obtaining the position:

Leisure

	Please note here your leisure interests, sports and hobbies, other pastimes, etc.:

References (please note here two persons from whom we may obtain both character and work references)

Reference #1	Title:			
	Forename(s):			
	Surname:			
	Address:			
	Post Code:			
	Contact No.			
	Position Held			
	May we approach the above prior to interview?	Yes		No
Reference #2	Title:			

	Forename(s):			
	Surname:			
	Address:			
	Post Code:			
	Contact No.			
	Position Held			
	May we approach the above prior to interview?		Yes	

General Comments

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

Cautions, Rehabilitations & Criminal Records

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required). If YES, please give details.