



# Application Form

Application for the post of:

## Personal Details

Family Name/Surname (BLOCK LETTERS)	Forename(s)
Home Address (BLOCK LETTERS)	Title (Mr/Mrs/Miss/Ms/Etc)
	Date of birth
	Telephone - Home
	Telephone - Mobile
	Email
Postcode	

### The Company is committed to pursuing equality of opportunity

This means that we treat all applicants and employees fairly, irrespective of ethnic origin, marital status, sexuality, age, sex, religion or disability.

## Disability

Do you consider yourself to have a disability? Yes  No

## Additional information for people with disabilities

The Company has a positive policy to endeavour to provide access, equipment or other practical support to ensure that people with disabilities compete on equal terms.

We recognise that people with disabilities have been disadvantaged and under-represented in the employment market. The Company is committed to interviewing all applicants with a disability who provide evidence which meets the essential criteria.

## Important

Please tick if at any stage in your application you will need any particular arrangements.  
 If you prefer you may give us this information at a later date.

Please give details

## Criminal Convictions

Have you ever been found guilty by any court or court martial of any offence? Yes  No

If yes, please give details including date and nature of offence/s date of all conviction/s and sentence/s imposed.

NB. A conviction involves being found guilty, so the fact that you may have been bound over, placed on probation or given a conditional or even an absolute discharge does not mean that you have not been found guilty of an offence.

You are not required to disclose any conviction which is spent by virtue of the rehabilitation of Offenders Act 1974.

## Official Use Only

Has the applicant been assessed against the shortlist criteria? Yes  No

Has the applicant been shortlisted? (if no - give reason) Yes  No

Was the applicant successful at interview? (if no - give reason) Yes  No



**Education and Vocational qualifications:** Attended from the age of 11 onwards

School/College	Dates		Subject	Results
	From	To		

**Two references:** Please give details of two work-related referees, one of which should be your current or most recent employer.

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone Number:	Telephone Number:

**Key competencies:** All jobs within our Company require the following competencies. Please use the three following areas to provide evidence that demonstrates your abilities. **Please feel free to draw on experience gained from work or your personal life.**

<p>Communication Skills</p>
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A high level of customer service.

Ability to work as a member of a team.

Please use this page to give us any other information in support of your application, please include details of any relevant work related training.

**Declaration:** I hereby declare all of the information provided on this form is accurate and truthful.

Signed: ..... Date: .....