

sample job application form

surname (block letters):

other names:

address:

telephone:

education and training

details and results of any examinations taken:

further education (e.g. technical college, evening classes):

any craft or other training:

employment history

1. present employer address:

job title:

duties:

rate of pay:

date employed from:

to:

No approach will be made to your present employer before an offer of employment is made to you.

Please tell me about other jobs you have done and about the skills you used and/or learned in those jobs:

Please tell me why you have applied for this post and give examples of things you have done that make you particularly suited to the job:

Have you ever been convicted of a criminal offence? YES / NO
(declaration subject to the Rehabilitation of Offenders Act 1974)

If you have a disability please tell me about any adjustments I may need to make to assist you at interview:

Please tell me if there are any dates when you will not be available for interview:

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

signature

date