



Application for Employment in the post of \_\_\_\_\_

1. Personal Details

Reference number \_\_\_\_\_

Title (preferred) \_\_\_\_\_ (Mr/Mrs/Miss/Ms/Other)

Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Full postal address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Mobile Tel. No. \_\_\_\_\_

Work Telephone No. \_\_\_\_\_ e-mail address \_\_\_\_\_

Your Nationality \_\_\_\_\_ Do you require a UK work permit? **\*YES / NO**

Date of Birth \_\_\_\_\_ National Insurance No. \_\_\_\_\_

Do you have a current driving licence valid for use in the UK? **\*YES / NO** Type of Licence (e.g. full car) \_\_\_\_\_

Do you have any endorsements? **\*YES / NO** \* Please **delete** as appropriate

If **yes**, please give details \_\_\_\_\_

\_\_\_\_\_

Do you have your own transport? **\*YES / NO**

Are you willing to work away from your normal place of residence? **\*YES / NO**

If **yes**, please indicate how far you are willing to travel on a daily basis \_\_\_\_\_

Are you involved in any activity which might limit your availability to work? (e.g. local government work, restrictions or covenants) **\*YES / NO**

If **yes**, please give details \_\_\_\_\_

Do you have any criminal convictions (other than minor traffic offences or spent convictions under the Rehabilitation of Offenders Act 1974) ? **\*YES / NO**

If **yes**, please give details \_\_\_\_\_

\_\_\_\_\_

How did you learn about APR Agency or the vacancy you are applying for ?

\_\_\_\_\_

**2. Education / Qualifications (Please provide certificates where available)**

**Secondary Education**

Date From	Date To	School / College	Subjects Taken & Level		Grades

**University / Polytechnic / College**

Date From	Date To	Name of University, etc.	Degrees, Diplomas, etc. & Subjects	Results

**Professional Qualifications**

Professional Body	Grade of Membership	Date Awarded

**Training Courses Attended**

Course Title / Subject	Training Provider	Date Awarded

### 3. Employment History

#### Current or most recent employer

Name and Address	Position(s) Held	From	To
Period of notice required by your current employer			

Brief description of duties and responsibilities	Reason(s) for leaving

Current / most recent work referee:	Address:
Name	
Position	
Length of time they have known you	Post Code

Remuneration details	Current remuneration expectations    £
Please provide details of your current / most recent salary, together with any additional benefits received:	
Basic Salary (Per Annum)    £	
Additional Benefits	

#### Previous employment (*please continue on a separate sheet where necessary*)

Name of previous employer / Company	Position(s) held	From	To
Brief description of duties and responsibilities		Reason(s) for leaving	

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Brief description of duties and responsibilities		Reason(s) for leaving	

