

## APPLICATION FOR EMPLOYMENT

APPLICATION DETAILS	
Position(s) applied for	
Date of application	
Name (Surname first, then forenames)	
Full postal address	
Telephone (incl. code)	
Mobile number	
National Insurance No.	
GENERAL INFORMATION	
<p>We are an equal opportunities employer.</p> <p>As such, we are committed to ensuring all applicants have a fair opportunity to demonstrate their suitability for the role for which they have applied.</p> <p>Therefore, if there are any special adaptations or adjustments you require during the recruitment process please advise us of this on the attached form.</p> <p>This information will be held separately from the information on this application form and will not affect the progression of your application.</p> <p>The information provided will only be used to ensure the company takes such steps as it is reasonable for us to take to avoid an applicant being at a substantial disadvantage.</p>	
Will you relocate if required?	Yes / No
Will you work reasonable overtime if needed?	Yes / No
Will you travel within/outside the UK if the job requires it?	Yes / No

List any training, courses, skills, qualifications and experience relevant to the job for which you are applying

**EMPLOYMENT INFORMATION**

Employer (most recent first) on separate sheet if necessary	(continue Main skills/duties/responsibilities	Reasons for leaving

## REFERENCES

Please give below details of people who are willing to give you a reference and tick when to contact

Name and position	Contact address (if known)	Telephone No.	Years known	Tick when referee can be contacted
				<input type="checkbox"/> At anytime <input type="checkbox"/> Only if we offer you a job
				<input type="checkbox"/> At anytime <input type="checkbox"/> Only if we offer you a job
				<input type="checkbox"/> At anytime <input type="checkbox"/> Only if we offer you a job

Additional information that you feel is appropriate for us to consider:

**DECLARATION**

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

This Company is an Equal Opportunity Employer. We do not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by law.

Applicant's signature

Date

...../...../.....

**In order to be considered for employment, you must provide evidence that you are eligible to work in the United Kingdom. We ask that you bring *one of the following (or combination of) original documents, plus a photocopy of this/these document/s, with you to your interview:***

#### LIST A

A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.

A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.

A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.

A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.

A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

**IF YOU CANNOT PRODUCE ANY ONE OF THE ABOVE DOCUMENTS YOU MUST BRING ONE OF THE FOLLOWING (OR COMBINATION OF) ORIGINAL DOCUMENTS, PLUS A PHOTOCOPY OF THIS/THESE DOCUMENT/S, WITH YOU TO YOUR INTERVIEW:**

**LIST B**

A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.

A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.

A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the order and Immigration Agency to the holder or the employer or prospective employer confirming the same.

A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.

A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.

An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.

An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

**THESE COMBINATIONS OF DOCUMENTS CANNOT BE MIXED – IT MUST BE ONE (OR COMBINATION) FROM LIST A OR ONE (OR COMBINATION) FROM LIST B. THOSE FROM LIST B WILL BE CHECKED ANNUALLY.**

TICK BOX IF ORIGINAL DOCUMENT SEEN AND COPIED