

## **APPLICATION FOR EMPLOYMENT**

ALL INFORMATION CONTAINED IN THIS APPLICATION WILL BE USED IN CONFIDENCE

**POSITION APPLIED FOR:** \_\_\_\_\_

**DATE OF APPLICATION:** \_\_\_\_\_

### **PERSONAL DETAILS**

|  |   |
|--|---|
| FIRST NAME(S)  | SURNAME                                       |
| ADDRESS  | HOME TEL NO                                   |
|  | WORK TEL NO                                   |
|  | MOB TEL NO                                    |
| POST CODE  | PLACE OF BIRTH                                |
| NATIONALITY  | EMAIL ADDRESS:                                |
| N I NUMBER   | DO YOU HOLD CURRENT DRIVING LICENCE: YES / NO |
| TYPE OF LICENCE HELD AND ANY CONVICTIONS IN THE LAST FIVE YEARS?   |   |
| PLEASE GIVE DETAILS OF ANY MAJOR ILLNESSES, CONTINUING CONDITIONS, ACCIDENTS OR DISABILITIES with dates where appropriate  |   |
| DISABILITY REG NO: (if applicable)   |   |
| ON HOW MANY OCCASIONS HAVE YOU BEEN UNABLE TO WORK DUE TO SICKNESS IN THE LAST THREE YEARS. Please indicate the length and date of each absence.   |   |
| HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? (Declaration is subject to the Rehabilitation of Offenders Act 1974 - you must declare all convictions which are not spent)  |   |
| PLEASE GIVE DETAILS OF YOUR SPARE TIME INTERESTS. Please include any voluntary, community or public service and give any details of any responsible position which you have held/hold in clubs or leisure organisations. |   |

## EDUCATION

| SCHOOLS/UNIVERSITIES/COLLEGES ATTENDED |                       |
|--|-----------------------|
| SECONDARY                              | QUALIFICATIONS GAINED |
| COLLEGE/UNIVERSITY                     | QUALIFICATIONS GAINED |

PLEASE LIST BELOW DETAILS OF ANY OTHER TRAINING YOU HAVE UNDERTAKEN

|  |
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|  |
|--|

**WORK EXPERIENCE – NB ONLY NEEDS TO BE COMPLETED IF NO CV AVAILABLE OR IF THERE IS INFORMATION MISSING FROM CV e.g. SALARY. IF CV IS AVAILABLE PLEASE ATTACH TO THIS APPLICATION FORM**

| PLEASE GIVE DETAILS OF YOUR PREVIOUS THREE EMPLOYERS - STARTING WITH THE MOST RECENT |                    |
|--|--------------------|
| DATE EMPLOYED FROM   | TO                 |
| NAME AND ADDRESS OF EMPLOYER:  |                    |
|  |                    |
|  |                    |
| JOB TITLE  |                    |
| PLEASE DESCRIBE BRIEFLY THE MAIN PURPOSE, RESPONSIBILITIES AND ACHIEVEMENTS          |                    |
|  |                    |
|  |                    |
|  |                    |
|  |                    |
| SALARY   | REASON FOR LEAVING |

**NOTICE REQUIRED/DATE AVAILABLE TO START WORK:**

|   |                    |
|---|--------------------|
| DATE EMPLOYED FROM  | TO                 |
| NAME AND ADDRESS OF EMPLOYER  |                    |
|   |                    |
|   |                    |
| JOB TITLE   |                    |
| PLEASE DESCRIBE BRIEFLY THE MAIN PURPOSE, RESPONSIBILITIES AND ACHIEVEMENTS |                    |
|   |                    |
|   |                    |
|   |                    |
| SALARY  | REASON FOR LEAVING |

|   |                    |
|---|--------------------|
| DATE EMPLOYED FROM  | TO:                |
| NAME AND ADDRESS OF EMPLOYER  |                    |
|   |                    |
|   |                    |
|   |                    |
| JOB TITLE   |                    |
| PLEASE DESCRIBE BRIEFLY THE MAIN PURPOSE, RESPONSIBILITIES AND ACHIEVEMENTS |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
|   |                    |
| SALARY  | REASON FOR LEAVING |

### REFERENCES

|   |              |
|---|--------------|
| PLEASE SUPPLY THE NAMES AND ADDRESSES OF TWO REFEREES ( <b>One of these should be someone at your present/last place of employment</b> and you should not submit relatives as a referee). No one will be contacted without your permission. |              |
| NAME  | NAME         |
| ADDRESS   | ADDRESS      |
|   |              |
|   |              |
|   |              |
| TEL NO  | TEL NO       |
| RELATIONSHIP  | RELATIONSHIP |

|  |                |
|--|----------------|
| PLEASE SUPPLY DETAILS OF TWO NEXT OF KIN (To be contacted in an Emergency) |                |
| NAME   | NAME           |
| ADDRESS  | ADDRESS        |
|  |                |
|  |                |
| HOME TEL:  | HOME TEL:      |
| MOBILE TEL NO:   | MOBILE TEL NO: |
| RELATIONSHIP:  | RELATIONSHIP:  |

|   |
|---|
| PLEASE TELL US WHY YOU WOULD LIKE TO JOIN RML |
|   |
|   |
|   |
|   |
|   |

I hereby declare that the statements made by me in this application are true and I understand that if it is later found that any of these statements are untrue or, if my employment begins before my references have been received and these prove to be unsatisfactory, my engagement may be ended without prior notice and upon payment of those days actually worked by me. I also consent to information being held on file under the terms of the Data Protection Act 1989.

|        |      |
|--------|------|
| SIGNED | DATE |
|--------|------|

**RECRUITMENT AND PROMOTIONS POLICY** - The Company is committed to provide equal opportunities in employment. This means that all job applicants and Employees will receive equal treatment regardless of sex, marital status, race, colour, nationality, ethnic or national origins, age or disability.