



## APPLICATION FORM

PRIVATE AND CONFIDENTIAL

The information provided on this form will help us to assess your suitability for employment with Archant. Please answer the questions fully and complete clearly. All information will be treated in strictest confidence.

As required under **Section 8 of the Asylum & Immigration Act 1996**, all job applicants will be asked to provide documented evidence that they are eligible to work in the UK.

Position applied for:	
Job reference number:	

### Employment history

Present post:	Job title:		
Employer:	Date started:		
Salary and benefits:			
Major duties and responsibilities:			
Previous posts (please start with the most recent):			
Job title:	Employer:	Dates (from - to):	Salary:

**Education/training**

Secondary education:	Dates attended:	Qualifications/grade:
Further/higher education:	Dates attended:	Qualifications (with date/grade):
Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):		
Are you undertaking any course of study at present? (If so, please give details):		
Do you have membership of any professional bodies? (If so, please give details, including any offices held):		
It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.		

## Supporting information

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

## Other details

What is the notice required in your present post?

Is your present post your sole regular employment?

Yes  No

Are you a British subject or a national of any EU country?

Yes  No

If not, do you have the right to work in the UK and a current work permit?

Yes  No

If so, please state the expiry date of your right to work in the UK and/or your work permit.

Do you have a full valid driving licence?

Yes  No

Do you have any current endorsements?

Yes  No

If "yes", please state the offence code(s) and number of penalty points that apply to each offence.

Do you have use of a car?

Yes  No

Where did you see the advertisement for the post?

## Disabilities

Do you require any special arrangements to be made for your interview/assessment test on account of a disability?

Yes  No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and/or assessment test and thus meet our obligations under the Equality Act 2010.

## Convictions

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "yes", please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.		

## References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.			
Referee 1:		Referee 2:	
Name:		Name:	
Address:		Address:	
Telephone number:		Telephone number:	
Occupation:		Occupation:	
Time known:		Time known:	
May references be taken up before interview?		May references be taken up before interview?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

## Declaration

I hereby give my consent to Archant processing the data supplied in this application form for the purpose of recruitment and selection.

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's signature:  
(type name if sending via email)

Date:

Note: Any false, incomplete or misleading statements may lead to dismissal.

## Personal details

Surname:	
Forenames:	
Current address:	
Daytime telephone number:	
Email address:	