



CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. Application Form	
Position applied for	<input type="text"/>
Available to take up employment	<input type="text" value="[Enter date]"/>
Salary required	£ pa
2. Prepared to Work	
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Shift work	
3. Personal Details	
Name	<input type="text"/>
Address	<input type="text"/>
Telephone numbers	Private <input type="text"/> Work <input type="text"/>
	Mobile <input type="text"/> E-mail <input type="text"/>
Do you own a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you any current endorsements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details	<input type="text"/>
4. Health	
Are you in good health?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any disabilities which may affect your application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, describe disabilities and:	
(a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job	
(b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.	
<input type="text"/>	

5. Languages			
Do you speak or read a foreign language?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details			
6. Secondary Education			
School name/dates attended		Examinations (subject/result, etc)	
7. Further Education and Training			
University/College	Dates	Subjects	Qualification or class of degree
8. Occupational Qualifications			
College/Institute or other name		Qualification/Level	
9. Employment			
Present/last employer			
Address			
Job title			
Duties/responsibilities			
Reason for leaving			
Dates of employment			
Finishing pay	£ pa		

Other most recent employer	<input type="text"/>
Address	<input type="text"/>
Job title	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Reason for leaving	<input type="text"/>
Dates of employment	<input type="text"/>
Finishing pay	£ pa

Other most recent employer	<input type="text"/>
Address	<input type="text"/>
Job title	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Dates of employment	<input type="text"/>
Reason for leaving	<input type="text"/>
Finishing pay	£ pa

10. General

Interests/hobbies (give details of pastimes, sports, etc)	<input type="text"/>
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Have you ever been convicted of a criminal offence? Yes No
 (Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, give details

Membership of professional organisation(s)

If offered this position will you continue to work in any other capacity?

Yes No

If yes, give details

11. Work Permits

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes No

If you are successful in your application would you require a work permit to work in the UK?

Yes No

12. Community/Volunteer Experience

Name and address of organisation	Position/title	Duties

13. Further Information

Please describe the main reasons you have applied for Griffon Hoverwork and why you want to work for us.

Please describe the relevant skills and experience that you have and how these would be a benefit to Griffon Hoverwork.

14. Personal Referees

Work reference — not members of your own family

Name and Job title	<input style="width: 100%;" type="text"/>
Organisation and Address	<input style="width: 100%; height: 50px;" type="text"/>
Telephone number	<input style="width: 100%;" type="text"/>
E-mail address	<input style="width: 100%;" type="text"/>

Work, personal or educational

Name and job title	<input style="width: 100%;" type="text"/>
Organisation and Address	<input style="width: 100%; height: 50px;" type="text"/>
Telephone number	<input style="width: 100%;" type="text"/>
E-mail address	<input style="width: 100%;" type="text"/>

15. Additional Personal Details

Applicants are requested to tick the relevant boxes below to enable the organisation to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

White – British <input type="checkbox"/>	Mixed – White and Black Caribbean <input type="checkbox"/>	Asian/Asian British – Indian <input type="checkbox"/>
White – Irish <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>	Asian/Asian British – Pakistani <input type="checkbox"/>
White – Other <input type="checkbox"/>	Mixed – White and Asian <input type="checkbox"/>	Asian/Asian British – Bangladeshi <input type="checkbox"/>
	Mixed – Other <input type="checkbox"/>	Other Asian Background <input type="checkbox"/>
Black/Black British – Caribbean <input type="checkbox"/>		Chinese <input type="checkbox"/>
Black/Black British – African <input type="checkbox"/>		Other <input type="checkbox"/>
Black/Black British – Other <input type="checkbox"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>

National Insurance number	<input style="width: 100%;" type="text"/>
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16. Recruitment Policy

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, sexual orientation, religion or belief, marital status, age or disability or age.



I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

Declaration I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature

Date