



APPLICATION FOR EMPLOYMENT

Position applied for :

PLEASE USE BLOCK CAPITALS

PERSONAL DETAILS		Today's Date	
Surname	Forename(s)		
Address		Home Tel : _____	
_____		Mobile : _____	
_____		UK Driving License Yes / No	
Post Code		Years Held _____	
National Insurance No	Salary/Wage Expected	Own Transport Yes / No	
<input type="text"/>	<input type="text"/>		
Detail any restrictions to the days/hours you are able to work _____			

Have you ever been convicted of a criminal offence (Which is not spent under The Rehabilitation Of Offenders (N.I.) Order)? Yes / No			
Please give details _____			

EDUCATION	
Secondary Education	Examinations passed _____

Further Education	Details of Degree, Diploma, OND, HND, BTEC, NVQ, C&G, etc _____

Any other training or certificates	_____

ABOUT YOURSELF - please enter any details about yourself that, you feel, may be of interest.

CURRENT / MOST RECENT EMPLOYMENT

Company _____
 Address _____
 _____ Tel. Number _____
 Nature of Business _____
 Position(s) held in Company _____
 Date Joined ____/____/____ Date Left ____/____/____
 Basic Salary _____ Bonuses _____
 Responsibilities _____

 Reason for leaving _____
 Name of referee _____ Position in Company _____

PREVIOUS EMPLOYMENT

Company _____
 Address _____
 _____ Tel. Number _____
 Nature of Business _____
 Position(s) held in Company _____
 Date Joined ____/____/____ Date Left ____/____/____
 Basic Salary _____ Bonuses _____
 Responsibilities _____

 Reason for leaving _____
 Name of referee _____ Position in Company _____

PREVIOUS EMPLOYMENT

Company _____
 Address _____
 _____ Tel. Number _____
 Nature of Business _____
 Position(s) held in Company _____
 Date Joined ____/____/____ Date Left ____/____/____
 Basic Salary _____ Bonuses _____
 Responsibilities _____

 Reason for leaving _____
 Name of referee _____ Position in Company _____

HEALTH DETAILS (please circle)	
Are you willing to undergo a medical examination	Yes / No
Are you a registered disabled person	Yes / No
Below are a series of questions about your past and present state of health, please circle the appropriate response.	
If you circle Yes to any of the questions, please give details at the end of this section.	
Have you ever, or do you currently, suffer from any of the following conditions	
Dermatitis or any other skin disorder	Yes / No
Epilepsy, fainting attacks or blackouts	Yes / No
Injury or physical abnormality	Yes / No
Palpitations, shortness of breath, chest pains, raised blood pressure or any other ailment of the heart or circulatory system	Yes / No
Depression, anxiety state, nervous illness or breakdown	Yes / No
General debility	Yes / No
Any ailment of the lungs or chest	Yes / No
Any vision or hearing defects	Yes / No
Diabetes, anaemia or any blood or gland disorder	Yes / No
Varicose veins, rupture or piles	Yes / No
Rheumatism, arthritis, gout, backache, disc trouble or rheumatic fever	Yes / No
Recurring headaches	Yes / No
Ulcers, gall stones or any ailment of intestines or liver	Yes / No
Any ailment affecting kidneys or bladder	Yes / No
Any other illness not mentioned	Yes / No
Details _____ _____	
Are you currently, or within the last year, on a course of drugs, tablets or medication?	Yes / No
Details _____ _____	
How many days have you been absent from work, due to illness or injury during the last two years? (Please be as accurate as possible).	
Reason for absence	Number of Days
Continue on a separate sheet if necessary.	

DECLARATION	
I confirm that the above information is accurate. I understand that any false information or deliberate omission may disqualify me for employment or subsequently render me liable to dismissal.	
SIGNED:	DATE :

Privacy Notice – Job Applicants

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such a name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please e-mail us with the Subject "Data Protection Request" to spajetltd@btconnect.com