

Application for Employment Form



The contents of this form will be treated as confidential

Position applied for: Trainee Business Support Professional

Personal Details

Surname		Forenames	
Title	Address		
Post Code		Telephone Landline: Mobile:	
Do you have a current right to work in the UK		YES / NO (delete as appropriate)	
If no, please provide details:			
Email Address:			
National Insurance Number:			
Do you have a current driving licence? YES / NO (delete as appropriate)			
Driving Licence, No:			
If there any endorsements on your driving licence, please give details below:			

Education History

School / College / University attended (From – To)	Qualifications/Grade Gained

Application for Employment Form



Current Employment

Length of Employment	Name & address of Employer	Job Title	Responsibilities/ Duties	Current Salary/ Salary Expectation	Reason for Leaving

Previous Employment History

Length of Employment (from – to)	Name & address of Employer	Job Title	Responsibilities/ Duties	Salary	Reason for Leaving

Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

Notice period required with current employer:

Tax or HR Experience – please give details including IT experience

Application for Employment Form



Customer Service Experience – please give details

Other Relevant Experience you feel would be useful to this role – please give details

Professional Memberships– please give details of any membership of professional bodies, including grades of membership or other relevant details

Application for Employment Form



Personal Development– please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant:

Leisure

Please give details of your leisure interests, sports and hobbies and other pastimes.

References – see attached Reference Consent Form

Please give the names, Company name and addresses of two people from whom we may obtain a character and work character or work experience references. Please advise us if you would prefer us not to approach any reference and the reason why.

Data Protection Statement

The Company will use the information provided by you on this form, and by the referees you have noted, to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

The information will be subsequently used for the administration of your employment should you be successful in your application and in relation to any legal challenge which may be made regarding our recruitment practices.

The information may be crosschecked with third parties. We may also pass the information to third parties with a view to detecting or preventing crime or in accordance with other laws which require us to do so.

Your signature on this application form will be taken to signify your agreement to our processing of your sensitive personal data in accordance with our registration with the Information Commissioner.

Declaration

I can confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant

Application for Employment Form



checks including references, eligibility to work in the UK, probationary period and a medical report (in line with the operation of the Equality Act 2010).

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.

Signed: Dated:

What To Do Next

Please return this form by post, marked Strictly Private & Confidential to

Andrea Palmer, Head of HR, Aspire Business Partnership, Seneca House, Buntsford Park Road, Bromsgrove, B60 3DX

Or electronically to

enquire@aspirepartnership.co.uk

FORM TO GRANT PERMISSION FOR AN EMPLOYER TO SEEK REFERENCES

Please complete the following details to permit the Company to contact referees on your behalf. The first referee should be your current or most recent employer. The second referee should be your previous employer or if you are unable to provide two employment related referees, please provide a personal reference/academic reference/character reference.

1	Company Name:
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Application for Employment Form



	Address:
	Telephone Number:
	Contact Name:
	Email Address:
	Relationship to you:
	Has this person provided consent to you submitting them as a referee: [YES/NO]
2	Company Name:
	Address:
	Telephone Number:
	Contact Name:
	Email Address:
	Relationship to you:
	Has this person provided consent to you submitting them as a referee: [YES/NO]

Signed _____

Date _____