



---

*the Tithe Barn*

---

**JOB APPLICATION FORM**

Please complete this job application accurately, **using a black pen and block capitals**, which make it easier for us to copy. Give as many details as possible of your skills and experience relating to the job you are applying for. Should you have any questions or queries please do not hesitate to contact us. Short listing of applicants will be based on the information you provide in this form and any accompanying documents.

All applicants will be treated in the same way whether they are external or internal candidates, any internal applicants should advise their manager that they intend to make an application for another position.

Please ensure you return the completed and signed form, before the closing date, to the address shown on the job advertisement or enclosed information.

<b>1. Position applied for:</b>		
Job Title:		
Department /Region:		
Job Reference Number:		
How did you hear of this job?		
<b>2. Your details:</b>		
Title:	Surname:	First Names:
Your home address:		
Post Code:		
Date of Birth:		

Your Contact Information:	
Home phone number:	
Alternative phone number:	
Mobile phone number:	
Email address:	
Do you hold a current driving licence? If so state type and licences held.	
Is there anything concerning you e.g. medical history or state of health, that is relevant to your application?  If your answer is <b>yes</b> , then please state your health problem or disability on a separate sheet of paper.	
Are there any restrictions regarding your right to work in the UK?  If <b>yes</b> , please provide details on a separate sheet of paper.	
Please note it will be a condition prior to employment that evidence regarding eligibility to work in the UK is provided. This could include a birth certificate, P45, P60, National Insurance card, or endorsed passport.	
How much notice are you required to give your current employer?	
Do you have any criminal convictions?	
If you have stated <b>yes</b> , please give details on a separate sheet of paper, this should exclude any spent convictions under the Rehabilitation of Offenders Act 1974.  Disclosure of a conviction will not normally exclude an applicant from consideration. The offence will however be taken into account if the Company consider it to be one that would make you unsuitable for the type of work to be done.	

### 3. Employment history:

Please provide information of your employment history starting with your most recent or current job. Briefly give details of your main duties and responsibilities. If you wish to give more information than the space provides for then do this on a separate sheet of paper.

#### Employer 1:

Name:

Address:

Job title:

From:

To:

Outline description of duties:

Reason for leaving or changing:

#### Employer 2:

Name:

Address:

Job title:

From:

To:

Outline description of duties:

Reason for leaving or changing:

#### Employer 3:

Name:

Address:

Job title:

From:

To:

Outline description of duties:

Reason for leaving or changing:

#### 4. Employment references:

Please give details of 2 referees. One must be from your last or current employer. We will only take up references for successful applicants. References from family and friends are not acceptable.

##### 1<sup>st</sup> Reference:

Name:

Position:

Company:

Address:

Telephone number:

##### 2<sup>nd</sup> Reference:

Name:

Position:

Company:

Address:

Telephone number:

#### 5. Education:

Please provide us with information about your education and qualifications that you feel are relevant to the job you are applying for, please start with the most recent.

Name of school, college, university or training provider:	Title of subject:	Qualification or level:	Date:



## **7. Experience and Skills:**

After considering the job requirements, please specify any skills or experience you may have necessary or relevant to the job being applied for. If you wish you can provide this information on a separate sheet of paper.

## **8. Customer Service :**

Our business prides itself on customer service and it is our number one priority. Please give an example below, where you feel you have given exceptional customer service and why?

## 9. Attributes:

Please complete this section and list what attributes you possess as an individual and those that you feel make you unique.

**10. Declaration:**

By signing and returning this application form you consent to the Company using and keeping the information you have provided and any information provided by a third party, such as references relating to this application. This information will be used in the recruitment process and will be kept for up to 1 year following an unsuccessful application. In the event of a successful application it may form part of your employment records.

Any information relating to equality such as gender, ethnic origin, and disability is used for monitoring purposes only and will in no way whatsoever form part of the application process.

The information I have supplied in this application form is accurate to the best of my knowledge.

Signed:	
Date:	