**APPLICATION FOR EMPLOYMENT**

**Job Details**

|  |  |
| --- | --- |
| **Job Title** |  |
| **Where did you see it advertised?** |  |

It is the policy of Totally Local Company to ensure that all offers of employment are made on merit. This page will be kept separate from the remaining pages of the application form. It will not be seen by any or the shortlisting or recruiting managers. In order to monitor the effectiveness and success of our recruitment please provide the information requested below regarding your personal details. The details you supply on this form are confidential but will form part of your personnel file if you are successful in gaining a role with us.

**Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | **Forename(s)** |  | | **Surname** |  |
| **Current Address** | |  | | | | |
| **Postcode** | |  | | **Date of Birth** | |  |
| **Telephone No** | |  | | **Mobile No** | |  |
| **Email Address** | |  | | | | |

**Eligibility to Work in the UK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless they have documentary evidence showing an entitlement to work in the UK. If selected for interview you will be asked to bring along your proof of your right to work in the UK. (Please see guidance notes for acceptable documents)* | | | | |
| **Do you have entitlement to work in the UK?** | **Yes** |  | **No** |  |

**Declarations**

|  |  |  |  |
| --- | --- | --- | --- |
| * *I confirm that I am not subject to any immigration controls or restrictions, which may prohibit my working in the UK* * *I confirm that the information supplied by me in this form is complete and correct to the best of my knowledge* * *I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal* | | | |
| **Print Name** |  | **Date** |  |
| **Signature** |  | | |

**EMPLOYMENT EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you previously worked for Totally Local Company before?** | **Yes** |  | **No** |  |

**Current or Most Recent Employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** |  | | | |
| **Company Name & Address** |  | | | |
| **Employment Dates** | **Start Date** |  | **End Date** |  |
| **Current Salary** |  | **Other Benefits** |  | |
| **Notice Period** |  | **Reason For Leaving** |  | |
| **Please provide a brief outline of main duties & responsibilities** | | | | |
|  | | | | |

**Previous Employment/Voluntary Work**

|  |  |  |  |
| --- | --- | --- | --- |
| Please list all other jobs held, starting with the most recent, including any previous or current employment with Totally Local Company (whether directly or through an employment agency). You must also state your reasons for leaving. Continue on a separate sheet if necessary. | | | |
| **Name of Employer** | **Job Title** | **Employment Dates** | **Nature of Business & Reasons for Leaving** |
|  |  |  |  |

**Previous Employment/Voluntary Work contd.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **Job Title** | **Employment Dates** | **Nature of Business & Reasons for Leaving** |
|  |  |  |  |

**Education & Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications. | | | |
| **Course/Qualification** | **Grade** | **Place Obtained** | **Date Obtained** |
|  |  |  |  |

**SUPPORTING INFORMATION**

|  |
| --- |
| Please provide evidence of how you meet the requirements of the person specification – refer to guidance notes for further information. Continue on a separate sheet if necessary (do not add your name to any of these sheets). |
|  |