**Position applied for**

Where did you learn about this vacancy?

**Personal details**

Date of Birth

Title (Mr, Mrs, Miss, Ms)

Surname

First name or names

Any other name you are known by

Address with postcode

Mobile phone number Home phone number

Email Address

How would you prefer us to contact you?

Do you hold a full clean driving licence? Yes No Test Booked (please provide date):

If your driving licence is not clean please give details of any endorsements and / or prosecutions

Are you currently eligible for employment in the UK? Yes No

Please list the documents you can provide to show that you are eligible to work in the UK.

For example, your British passport, European Economic Area identity card, full birth certificate or travel document showing you are eligible to live and work in the UK.

Do you have any criminal convictions that are ‘unspent’? Yes No

In accordance with the Rehabilitation of Offenders Act 1974 you need not declare any convictions that are considered ‘spent’. Please give details of unspent criminal convictions below.

**Education and Training**

You may use extra sheets if you need more space. Please make sure that your name and job title of the post which you are applying for is on the top of any extra sheets

|  |  |  |
| --- | --- | --- |
| **Schools Attended** | **From (date)** | **To (date)** |
|  |  |  |
|  |  |  |

**Qualifications Gained**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Subject** | **GCSE / A Levels / Other** | **Grade / Anticipated Grade** |
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**Further and Higher Education**

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| --- | --- | --- |
| **College / University Attended** | **From (date)** | **To (date)** |
|  |  |  |
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**Qualifications Gained**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Subject** | **GCSE / A Levels / Other** | **Grade / Anticipated Grade** |
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**Membership of Professional Organisation**

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| --- | --- |
| **Name of Professional Organisation** | **Grade of Membership** |
|  |  |
|  |  |

**Skills and Abilities**

We do not focus purely on academic qualifications of candidates, but consider job knowledge, skills, abilities and personal qualities that a person has gained in any position, voluntary work, work experience or holiday work to be equally important.

When filling in this section of the application form please provide evidence of the skills, knowledge and work experience you feel you have gained in relation to the post you are applying for:

|  |
| --- |
|  |

(Please continue on a separate sheet of required. Ensure your name is on any extra sheets)

**Interests**

Please give a brief description of any hobbies / sports / voluntary schemes etc that you are interested in:

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| --- |
|  |

(Please continue on a separate sheet of required. Ensure your name is on any extra sheets)

Have you had any Saturday / Part Time / Newspaper rounds or any paid employment

Yes No

If yes please give details:

|  |
| --- |
|  |

Have you completed a work placement whilst at school?

Yes No

If yes please give details:

|  |
| --- |
|  |

**References**

Please provide two individuals who you have known personally for 3 years or more, who hold a position of responsibility and are willing to give you a reference. For example your teacher or doctor. (Members of your family are not included)

**Name Name**

**Address Address**

**Job Title Job Title**

**Relationship to you Relationship to you**

**Phone Phone**

**Email Email**

We will contact referees automatically to take up references unless you notify us otherwise.

I do not wish you to take up a reference without first notifying me

#### Personal declaration

I understand that any job offer depends on the supply of satisfactory references, evidence that I am eligible to work in the UK, medical clearances and sight of original certificates, as detailed in my application.

I understand that the information given on this form will not be disclosed to a third party and will be kept up-to-date adhering to the Data Protection Act.

I confirm that, as far as I know, all of the details I have given are complete and true. I understand that if I give any false or misleading information, or do not give you any significant information, you may dismiss me if you have already given me the job

/ /

**Signature Date**

Once you have filled in this application form you should return it by email to [info@munroservices.co.uk](mailto:info@munroservices.co.uk)