

JOB APPLICATION FORM

Position applied for:		Vacancy Reference Number:	
First Name:		Surname (Mr/Mrs/Miss/Ms):	
Home Address:		Home Tel:	
		Mobile:	
		Work Tel:	
Date of birth:		Present age:	
Nationality:		National Insurance No:	

EMPLOYMENT DETAILS

Please list your employment history giving details of your most recent or current employment first. If necessary, please submit details on a separate sheet.

Current/most recent employer's name:

Address:

Nature of business:

Job Title:

Main duties and responsibilities:

Date started:	Date left/notice period if still with employer:
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Salary on leaving/current salary:

Reason for leaving:

Previous employer's name:

Address:

Nature of business:

Job Title:

Main duties and responsibilities:

Date started:

Date left/notice period if still with employer:

Salary on leaving/current salary:

Reason for leaving:

Previous employer's name:

Address:

Nature of business:

Job Title:

Main duties and responsibilities:

Date started:

Date left/notice period if still with employer:

Salary on leaving/current salary:

Reason for leaving:

Previous employer's name:

Address:

Nature of business:

Job Title:

Main duties and responsibilities:

Date started:

Date left/notice period if still with employer:

Salary on leaving/current salary:

Reason for leaving:

Please ensure you have covered the last 5 years employment history unless not applicable (e.g. recent school leaver), continuing on a separate sheet if necessary

**EDUCATION
SECONDARY EDUCATION**

Dates		Examinations Taken (subject/results)
From	To	

FURTHER/HIGHER EDUCATION/PROFESSIONAL QUALIFICATIONS

Dates		Subject/Course and Result/Qualifications
From	To	

COMPUTER SKILLS

Please list the computer packages you have used and the level of competency, specifying name and version if known (e.g. MS Windows XP). **Please state level of competency and typical work produced.**

	Constant User	Often Used	Never Used
Word-processing packages List level and typical work produced			
Spreadsheets e.g. Excel			
Databases e.g. Access			
Graphic + DTP Packages			
Networks			
Electronic Mail			
Other relevant packages			

DECLARATION

I authorise the Adrevenue Ltd to obtain references to support this application by the time an offer has been made and release the Company and referees from any liability caused by giving and receiving information.

I authorise the Adrevenue Ltd to process any personal data given on any part of this form.

I confirm that to the best of my knowledge the information contained in this application is complete and accurate and gives a fair representation of my qualifications and employment history. I accept that any false statement or misrepresentation may be sufficient cause for rejection or if employed, instant dismissal.

Signed:

Date:

Please say why you have applied for this vacancy, addressing each point on the person specification separately, numbering your responses to correspond with the numbers on the person specification. You should explain how you meet each criteria, including details of your actual personal experience, giving practical examples and information regarding the issues or problems faced and how you have approached or addressed them. This information will be used in assessing your application form.

PLEASE DO NOT ATTACH A CV AS IT WILL NOT BE CONSIDERED

(Use a separate sheet if necessary, please ensure that your Name and Vacancy Reference Number is stated on any additional sheets used)

Are you in generally good health? Yes No

If No, please state nature of illness

Please state how many days were taken off work due to sickness over the last two years?

From which newspaper, journal, source or agency did you learn of the vacancy?

Please indicate dates/days/times when you **would not** be available for an interview.

Please give details below of the names and addresses of 2 referees

If this is your first permanent position since leaving school/college then please provide details of a contact at either: your school/college, companies/voluntary organisations that you have worked part-time or during holidays

Current/most recent employer	Previous employer
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Telephone:	

When may we approach your current employer?

Now

After 1st Interview

After 2nd Interview

After offer has been made

Do you need/currently have a work permit to work in the UK? Yes No

If you currently have a work permit:

a) Does it state that you are able to work as a “working holiday maker”? Yes No

b) What date does your permit expire?
(You will need to bring your passport with you to interview)

Do you have a current driving licence? Yes No

Have you ever been employed by Adrevenue Limited? Yes No

If so, in what capacity?

Have you ever been convicted of a criminal offence?
(Declaration subject to the Rehabilitation of Offenders Act): Yes No

Have you ever been arrested? Yes No

EQUAL OPPORTUNITIES MONITORING INFORMATION

The company requires all its managers and employees to operate its Equal Opportunities Policy and not to discriminate against any person on grounds of sex, race or disability.

Will you please assist the monitoring of this policy by providing details below. The information provided will be used only for this purpose.

Name:

Job Reference: Position applied for:

Please tick the appropriate boxes below:

I am: Female Male
Divorced Married Single Widowed

I would describe my ethnic origin as:

Black-Caribbean Pakistani White
Black-African Bangladeshi Chinese
Black-other * Indian Other *

* Please specify

I have a disability **I do not have a disability**

What is the nature of your disability?

Please describe any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for this job.

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.....

Please explain any assistance that you may need to enable you to carry out the role for which you are applying

.....
.....

Signature:

Date:

FOR OFFICE USE ONLY

Short listed: Yes No

Date of first interview:

Interviewed by:

First interview Result: 2nd Interview Job Offer Reject

Date of Second interview:

Offer position: Yes No