



Post Applied for:

Post Number:

## Job Application Form

Closing Date:

Interview Date:

Please complete this form fully using black ink or type. Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained. If you have any queries when completing this application form please call 01793 740375.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

### Section 1 Personal details

Last Name:

First Name:

Address:

  
  

Postcode:

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>:

| Letters              |                      | Numbers              |                      |                      |                      | Letter               |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Daytime Telephone N<sup>o</sup>:

Mobile Telephone N<sup>o</sup>:

E-mail address:

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

No

If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.

**Driving Licence** – if relevant to post applied for.

Do you hold a full, clean driving licence valid in the UK?

Yes

No

Are you willing to drive company vehicles in line with our insurance policy and company car procedures

Yes

No

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

## Section 2 Present Employment

**Present Employment** (If you are currently unemployed please confirm your current situation i.e. registered with JobCentre Plus, Caring for relatives, raising family)

**Name of Employer:**

**Address:**

  
  

**Postcode:**

**Post Title:**

**Date of Appointment  
(MONTH / YEAR):**

**Salary:**

**Department / Section:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**

**End Date (MONTH/YEAR)**

(if no longer employed):

**Reason for leaving**  
(if no longer employed):

## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. When completing dates, please include the month as well as the year.

**Name of Employer:**

**Address:**

**Postcode**

**Start Date:**  **End Date:**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**

**Postcode**

**Start Date:**  **End Date:**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**

**Postcode**

**Start Date:**  **End Date:**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

Continue on a separate sheet if necessary; please ensure that you have fully completed this section.

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

| College or University | Dates attended from and to | Course   | Qualifications and grades obtained |
|-----------------------|----------------------------|----------|------------------------------------|
|                       |                            |          |                                    |
| School                | Dates attended from and to | Subjects | Qualifications and grades obtained |
|                       |                            |          |                                    |

Continue on a separate sheet if necessary

## Professional, Registered or Management Qualifications

e.g. CQSW, NVQ 4 RMA or LMC, RMNH, RMN, RGN, DMS, CMS, MBA

Please give details:

| Professional/Registered/Management Qualifications | Course Details |
|---|----------------|
|   |                |

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

| Title of Training Programme or Course | Duration of Course and date completed |
|---------------------------------------|---------------------------------------|
|                                       |                                       |

Continue on a separate sheet if necessary

## Section 6 Personal Statement

### **Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Job Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## Section 7 Rehabilitation of Offenders Act (1974)

This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. ' In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please give the details below.

## Section 8 Interview arrangements

Do we need to make any specific arrangements in order for you to attend the interview? Yes  No

If yes, please give details:

## Section 9 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

| Reference 1           |                      | Reference 2           |                      |
|-----------------------|----------------------|-----------------------|----------------------|
| Name:                 | <input type="text"/> | Name:                 | <input type="text"/> |
| Position (Job title): | <input type="text"/> | Position (Job title): | <input type="text"/> |
| Work Relationship:    | <input type="text"/> | Work Relationship:    | <input type="text"/> |
| Organisation:         | <input type="text"/> | Organisation:         | <input type="text"/> |
| Address:              | <input type="text"/> | Address:              | <input type="text"/> |
|                       | <input type="text"/> |                       | <input type="text"/> |
|                       | <input type="text"/> |                       | <input type="text"/> |
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|                       | <input type="text"/> |                       | <input type="text"/> |
|                       | <input type="text"/> |                       | <input type="text"/> |
| Postcode              | <input type="text"/> | Postcode              | <input type="text"/> |
| Telephone Nº:         | <input type="text"/> | Telephone Nº:         | <input type="text"/> |
| E-mail:               | <input type="text"/> | E-mail:               | <input type="text"/> |

Are you willing for this referee to be approached prior to the interview? Yes  No

Are you willing for this referee to be approached prior to the interview? Yes  No

## Section 10 Declaration

### A. Relatives/Other Interests

Any candidate who directly or indirectly canvasses an employee of the Company will be disqualified from consideration for the job. The Company does not bind itself to appoint any applicant.

Are you related to or do you have a close personal relationship with an employee(s) of Archer & Smith Ltd? Yes  No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment by the Company in the role for which you have applied? Yes  No   
If yes, please detail on a separate sheet.

### B. Statement to be Signed by the Applicant

The Company is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I acknowledge that Archer & Smith Ltd is under a duty to protect the Service Users it supports and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.**

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within four weeks of receipt of application. Unfortunately applicants who do not hear from Archer & Smith Ltd must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

**Archer & Smith Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.**

**If you are returning this form by email, you will be asked to sign your application at interview.**

## RETURNING THIS FORM



### By Hand or Post:

Human Resources  
Archer & Smith Ltd  
Unit Q  
Westmead Industrial Estate  
Westmead  
Swindon  
SN5 7YT

### By E-Mail:

info@archersmith.com

### Enquiries:

Tel: 01793 740375