

[illegible]

Professional Qualifications currently held: how obtained and grade:

Other relevant Educational or Training Courses:

### 3. PRESENT POST

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are available for interview:			

**4. EMPLOYMENT HISTORY** (Commencing with the most recent)

(Please use continuation sheet if necessary.)

Name and Address of Employers	Position(s) held	Reason for leaving	Final grade/salary

Description of duties:

Length of service:

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Description of duties:

Length of service:

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Description of duties:

Length of service:

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Description of duties:

Length of service:

Have you had any material (e.g.1 year) gaps in your employment? If yes, please provide relevant details:

**5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB**

## 6. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current driving licence?

☐ Yes

☐ No

Do you own a car?

☐ Yes

☐ No

Please provide details of all current/pending convictions including conviction code, date of conviction, date of offence, amount of fine and length of ban, (where applicable) during the past 10 years:-

Conviction Code	Date of offence	Date of Conviction	Fine amount	Length of ban
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1.

2.

3.

4.

If you have more than 4, please contact the HR Department

Please provide details of all motor insurance claims in the past 5 years, including accident, theft, malicious damage. You need to state and claims that you made, irrespective of whether or not you were the driver of the vehicle.

Date of incident	Details of claim	Settled as fault / non-fault	Total Cost of claim	Person Injury
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1.

2.

3.

4.

If you have more than 4, please contact the HR Department

**Disability Discrimination Act 1995**

Do you consider yourself to be disabled under the Disability Discrimination Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, are there any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide further details:	
If selected for interview, do you require any assistance/adaptations to help you attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what assistance/adaptations do you require?	

**7. REFERENCES** - Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. One of your referees must be either your present or most recent employer

**Referee 1****Referee 2**

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**8. DECLARATION**

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:		Date:	
Name:			
The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.			

## GUIDANCE NOTES: Job Application Form

### The Application Form

- The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.
- Curriculum Vitae (CVs) alone will not be accepted. However, CVs will be accepted *in addition* to a fully completed application form.
- You may complete the form on a word-processor but please use the appropriate headings and format.

### Section 1: Personal Details

- Please give your surname and initials. You are not, however, required to provide your preferred title and/or your forenames. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.

### Section 2: Education and Professional Qualifications

- List membership of professional institutes, in-house courses and professional qualifications if applicable. Essential qualifications will be checked on appointment to a post.

### Section 3: Present Post

- Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.
- Should you be selected for the role “your reason for leaving or wishing to leave” may be verified if we take references per Section 7 below.

### Section 4: Previous Employment

- Do not simply list the duties of your jobs. Please give a brief explanation of the main duties of your previous jobs.
- Whilst you are not required to provide dates in relation to previous jobs it is important you confirm whether or not you have had material gaps in your employment. If you have, it would be helpful if you could provide relevant details.

### Section 5: Relevant Skills, Abilities, Knowledge and Experience

- This section is vital.
- Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required.
- You may have acquired these in a variety of ways e.g. through work, running a home, voluntary work, hobbies etc.
- Address each of the criteria separately and briefly outline how you meet each one, providing specific examples.

### Section 6: Other information

- A simple list will suffice unless positions held and the skills/experience attained are directly relevant to the position for which you are applying.

### Section 7: References

- Should you be selected for the role we will want to take up referees as outlined below. However if possible we would like to do this earlier in the process.
- *Employment references* – please provide referee/s details to cover recent relevant employment.
- *Academic references* – if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutor.
- *Personal references* – if you have no previous employment please give details of someone who can provide a character reference.
- We reserve the right to take up references from any previous employer.

### Section 8: Declaration

- This section must be signed by the applicant. It is a declaration of the validity of the information in the application, and confirms that misleading information would be sufficient grounds for terminating of employment.
- Please return your Application Form to: U-Drive Limited, Enterprise Way, Aviation Park West, Bournemouth International Airport, Christchurch, Dorset. BH23 6NW.