

JOB APPLICATION FORM

An Equal Opportunities Employer

**IMPORTANT – Please complete in BLACK ink or TYPE. CV's will not be considered. Please return your completed form to;
The Human Resources Department, Mayflower House, 14 Pontefract Road, Leeds, LS10 1TB**

JOB DETAILS			
Job title	<input type="text"/>		
Reference No.	<input type="text"/>	Closing date	<input type="text"/>

PERSONAL DETAILS			
Title	<input type="text"/>	Surname	<input type="text"/>
First names	<input type="text"/>		
Previous names (if any)	<input type="text"/>		
Preferred first name	<input type="text"/>		
National Ins No	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Day		
	Evening		
	Mobile		
Address		<input type="text"/>	
Postcode		<input type="text"/>	
Email			

PRESENT OR MOST RECENT EMPLOYER			
Employer and address	Job title	<input type="text"/>	
<input type="text"/>	Annual salary or full time equivalent	<input type="text"/>	Start date
	Notice required if working	<input type="text"/>	
	Reason for leaving and date (if applicable)	<input type="text"/>	
	Brief details of main duties and responsibilities		
<input type="text"/>			

PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

Employer and address	Job title and main duties	Dates		Reason for leaving
		from	to	

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

Name of professional body	Membership level	Date joined	Professional registration number/reference

EDUCATION

Please give details of your education and qualifications.

Establishment attended	Course title/subject	Qualification(s) or outcome	Dates	
			from	to

PROFESSIONAL AND VOCATIONAL TRAINING

Please give details of any relevant training. This section will not be relevant to some jobs

Establishment attended	Course	Qualification(s) or outcome	Dates	
			from	to

SUITABILITY FOR JOB

Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

DISCLOSURE OF CRIMINAL RECORDS

Please give details of any criminal convictions, warnings, reprimands, cautions, bindings over or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Criminal Records Bureau clearance. Any information disclosed will be treated in the strictest confidence.

Have you any criminal convictions or are you at present the subject of criminal charges? Yes No

If yes, please provide details in a sealed envelope marked “Confidential” and bring to the interview.

DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post. I understand any subsequent job offer is subject to satisfactory references, a satisfactory medical report and a CRB check (if appropriate).

Privacy Notice 

I consent to the information contained in this form, and any other information received by or on behalf of Steeper relating to my application, being processed by Steeper in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature

Date

If you submit this form electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.