

APPLICATION FORM

POSITION APPLIED FOR:			
<p>The following information will be treated in the strictest confidence and will be maintained in accordance with Data Protection legislation.</p> <p>(Please complete this section in BLOCK CAPITALS)</p>			
Surname:		First Name(s):	
Permanent Address:			
Term time address if applicable:			
Private Tel. No:		Business Tel. No:	
Email address:			

If you have a disability, please let us know about any reasonable adjustments that we will need to make to accommodate you throughout the application process.

Do you hold a full driving licence?	YES/NO
If you have any endorsements, please give details:	

Are you involved in any activity which might limit your availability to work or your working hours e.g. local government, territorial army, police special officer etc?	YES/NO
If YES, please give full details.	

Are you subject to any restrictions or covenants which might restrict your working activities?	YES/NO
If YES, please give full details	

Are you willing to work overtime and weekends if required on occasion?	YES/NO
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Please give any dates when you will definitely <u>not</u> be available for interview:

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Job related training or courses			
Training provider and course title	From	To	Qualifications or accreditation gained:

Professional memberships (please list technical or professional associations including membership or roll numbers)

Present or last employment:

Are you currently employed?	YES/NO
Name of present or last employer:	

Address:	
Telephone No:	

Nature of business:	
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Job title and a brief description of your duties:	

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Previous employment:

Please give brief details of your past employment, *excluding* your present or last employer, stating with the most recent first.

Name and address of employer:	Dates (month/year)	Position held/Main duties	Reason for leaving

Additional information

Please explain why you wish to move to a new role, indicating the relevant qualities you possess:

Please explain why you wish to join Sagars:

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OTHER INTERESTS/ACTIVITIES

Please list any additional work you currently perform (whether paid or unpaid) and any office holdings (e.g. company secretary, voluntary associations, treasurer, trustee/board member of not-for-profit organisation):

INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships):

DECLARATION

I understand that the information given on this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

Signature:	Date
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer and neither of whom should be related to you) whom we may approach for a reference:

Can we approach your current employer before an offer of employment is made? YES/NO

Name :	Name :
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

SOURCE OF APPLICATION

How did you hear of this vacancy?

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You are not obliged to complete this section of the application form but The Commission for Racial Equality has requested that employers' monitor their applicants' ethnic origin and it would therefore be useful if you could answer the question.

This section of the form will be detached from the rest of your application so that any answer you give will not form part of the selection process.

Ethnic Origin		
I would describe my ethnic origin as:		
White <input type="checkbox"/>	Black other (please specify) <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>
Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>