

### Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

Office Location:

#### 1. Personal details

Last Name:

First Name:

Address:

  
  

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

#### **Driving Licence (if relevant to post applied for)**

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

Yes

No

If no, please give details below

#### **Convictions/ Disqualifications**

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of convictions which are **unspent** under the terms of the Rehabilitation of Offenders Act 1974:

School (Secondary)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

## 2. Education/Qualifications

### **Training and Development**

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

### **Current Membership of any Professional Body/Organisation**

Please give details:

### 3. Employment History

**Previous Employment:** Please include any previous experience (paid or unpaid). Attach a copy of your CV

**Current or most recent employer**

Name of Employer:

Address:   
  
 Postcode:

Position Held:

Date Started:  Reason for leaving:

Brief description of duties:

**Previous employer**

Name of Employer:

Address:   
  
 Postcode:

Position Held:

Date Started:  Reason for leaving:

Brief description of duties:

NOTE: Please provide any other Previous Employers on a separate sheet

#### 4. 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 referees are.

Reference 1	Reference 2
<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

We reserve the right to contact any of your other previous employers within the last three years.

#### 5. Declaration

**Statement to be Signed by the Applicant** (Candidates selected for interview will normally be notified within four weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below.

***I agree that Doig + Smith Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.***

***I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.***

Signed:

Date:

If you return this form by email, you will be asked to sign your application at interview

**6. Availability**

Holidays Booked:


**7. Any Other Relevant Information**


**8. Please forward a copy of your CV with this application**