



Application for Employment

Position Applied For:.....Date:-...../...../ 20 :

Personal Details

Name:..... Surname:.....

Address:.....
.....
.....

Postcode:.....

Date of Birth: Age:

National Insurance Number:.....

Contact Number

Mobile Number:.....

Professional Associations:

.....
.....

Foreign Languages:

.....

Hobbies, Interests & Aims in Life:

<u>Current & Previous Employment Details</u>			Date:	
Name and address of present or last employer if currently not employed	Job held and brief details of duties	Salary	From	To

Name of previous employer (most recent first)	Job held and brief details of duties	Salary	From	To

Supporting Information

Please pay particular attention to this section.

It is the most important part of your application, as it is where you can tell us what makes you suitable for this job.

Always be specific. Do not use general phrases such as: -
 "I have the necessary skills", or "I am confident that I can do the job well".

The management team needs to know you meet the requirements of the job based on the evidence you provide, including relevant details of and current or previous employment.

Any experience gained outside paid employment may be just as important, e.g. you may have done voluntary work in the community, have skills acquired through household administration or have other interests.

Education & Training

If you have undertaken an apprenticeship or any other form of work experience/training scheme, please provide the following details.

Employer/Organisation	Date		Occupation	Work Experience
	From	To		

Schools/Colleges/Universities, etc.attended	Qualifications obtained Give subjects & grades where appropriate, indicating whether full or part time study.

General Information

Are you in good health: If NO, please give further information	Yes / No
Any adverse medical history? If YES, please give details	Yes / No
Do you have any commitments which might limit your working hours? If YES, please give details:	Yes / No
Have you worked for us before? If YES, give details of reason for leaving:	Yes / No
Are you willing to work overtime and weekends when required?	Yes / No

Interview Dates: Please give any dates in the near future when you will not be available for interview; all efforts will be made to reschedule interview dates.	
Sickness Record: Please give the number and duration of any sickness absences over the last 2 year period. If none, please state.	
Driver: Do you hold a full UK Driving License?	Yes / No
Criminal Record: Have you ever been convicted of any criminal offence, including driving offences? If yes, please provide details.	Yes / No
Notice: Period of Notice required by present employer if applicable	

Please give the names and addresses of two referees that are unrelated to you, one of which should be your current Manager if in employment. All appointments are subject to the receipt of satisfactory references and a final clearance from our in-house accounts dept.	
1. Name: 2. Position/Job Title: 3. Address: Tel No:	2. Name: 3. Position/Job Title: 4. Address: Tel No:

I declare that to the best of my knowledge and belief the information I have given is correct. I understand that providing false or deliberately misleading information on this form could lead to an offer of employment being withdrawn or employment being terminated. I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personal record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable		
Signature: _____	Date: _____ 20__ .	
Bodmin Jail is managed and operated by Webb Ellis Estates Ltd		
<table border="1" style="margin-left: auto;"> <tr> <td style="padding: 5px;"> <i>Application verified and authorised by:</i> _____ </td> </tr> </table>		<i>Application verified and authorised by:</i> _____
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