

For office use only

Date received:

Received by (initials):

JOB APPLICATION FORM

Vacancy Title:

Where did you hear about this vacancy:

1. PERSONAL DETAILS

Last Name:

First Name:

Address:

Postcode:

Contact number.

E-mail address:

Are you free to remain and take up
employment?

Yes

No

Have you previously been invited for an
interview with, or employed by, the AW
Recruitment?

Yes

No

If yes, please state position(s) applied for / held:

2. EDUCATION/QUALIFICATIONS

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

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

Current Membership of any Professional Body/Organization

Please give details:

3. EMPLOYMENT HISTORY

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

CURRENT OR MOST RECENT EMPLOYER

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Notice Period or
Leaving date if you
are no longer
employed:

Reason for leaving:

Brief description of duties:

PREVIOUS EMPLOYER

Name of Employer:

Address:

Postcode:

Position Held:

Date Started and
Date Left:

Reason for
leaving:

Brief description of duties:

Name of Employer:

Address:

Postcode:

Position Held:

Date Started and Date Left: Reason for leaving:

Brief description of duties:

Continue previous employer information on separate sheet if necessary

4. INFORMATION IN SUPPORT OF YOUR APPLICATION

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (by giving relevant examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Please attach and label any additional sheets used.

Please note that there is a 700- word limit for this section.

5. 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 any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

6. REASONABLE ADJUSTMENTS/ARRANGEMENTS FOR INTERVIEW

Please contact us to let us know if you need the application form in an alternative format or if you need any adjustments for the interview.

7. REFERENCES

Please provide the names and addresses of two referees whom we can approach for references.

REFERENCE 1

Name:

Job Title:

Organisation:

Address:

Contact No:

Email:

How is this person known to you:

Do you wish to be consulted before this referee is approached:

Yes

No

REFERENCE 2

Name:

Job Title:

Organisation:

Address:

Contact No:

Email:

How is this person known to you:

Do you wish to be consulted before this referee is approached:

Yes

No

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that AW Recruitment 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:

Candidates selected for interview will normally be notified within four weeks of the closing date.

9. SUBMITTING YOUR APPLICATION

Please email your completed application form to Alice Whittle: info@awrecruitment.com