

APPLICATION FOR EMPLOYMENT

Position Applied for: _____

Personal Information

Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Address for communications:	
Daytime telephone number:	
Do you have the right to take up employment in the UK?	YES / NO
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	YES / NO
As at the date of this application, are you aged over 64½ either within six months or over?	YES / NO
Dates you are not available for interview	

Education

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained

Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained

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Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Job title, description of duties and responsibilities and reason for leaving

Other Information

Do you have any other training, qualifications or skills relevant to the post (e.g. a full driving licence, computer literacy, etc.)?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

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Please give details of your main extra-curricular activities and interests.

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.

If you are successful, when could you take up your post?

If you are registered disabled or have any impairments/health issues, please give details of any special arrangements you would require to enable you to attend interview.

Referees

Please give details of two referees who we could contact, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee	Second referee

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Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.

Signed: _____

Date: _____

The Keenan Consultancy will treat all personal information provided on this form by the applicant in complete confidence.