

# APPLICATION FORM

Position applied for: .....

Date of application: .....

How did you hear of this position? .....

If at any stage in completing this form, you need additional space please attach another sheet.

## 1. Personal Details

Mr / Mrs / Miss / Ms / Other: ..... Surname: .....

First Names: .....

Middle Name: (please enter).....

Address: .....

Home Telephone: ..... Mobile Telephone: .....

Email Address: .....

## 2. Secondary Education

Schools / Colleges	Dates		Exam Subjects, Level and Results (GCSEs, A Levels etc)
	From	To	

## 3. Higher Education

University / College	Dates		Subjects, Level and Qualifications (including expected results if not yet awarded)
	From	To	

## 4. Professional Qualifications

Institute / College	Dates		Qualification / Level
	From	To	

**5a. Employment**

Present / Last Employer: .....

Address: .....

Type of Business: .....

Starting Date: ..... Leaving Date: .....

Job Title: .....

Duties / Responsibilities: .....

Current/Last Salary: ..... Reason for Leaving: .....

Previous Employer: .....

Address: .....

Type of Business: .....

Starting Date: ..... Leaving Date: .....

Job Title: .....

Duties / Responsibilities: .....

Salary Range: ..... Reason for Leaving: .....

Previous Employer: .....

Address: .....

Type of Business: .....

Starting Date: ..... Leaving Date: .....

Job Title: .....

Duties / Responsibilities: .....

Salary Range: ..... Reason for Leaving: .....

**5d. Employment**

Please give brief details of any earlier employment

Employer	Period of Employment	Job	Reason for Leaving

**6. Supporting Information**

If you wish, please provide any additional information you feel may aid your application eg. Relevant skills, particular strengths

**7. Interests**

What are your main hobbies and interests?

If you have held any positions of responsibility in any sports, social or leisure organisation, please give details:

Please give details of any community / voluntary work you have undertaken:

**8. Additional Information**

Have you ever been convicted of a criminal offence involving dishonesty or fraud? Yes / No

The information supplied is subject to the Rehabilitation of Offenders Act

Do you own a car? Yes / No

Do you hold a driving licence? Full / Provisional / HGV / None

Do you have any current endorsements? Yes / No If yes, please give brief details

Do you need a work permit to work in the UK? Yes / No If yes, do you have one? Yes / No

**Employment References**

We would like two employment references including your present employer if applicable. We will not approach your present employer without your prior permission.

Name: .....

Name: .....

Address: .....

Address: .....

.....

.....

.....

.....

Position: .....

Position: .....

Contact Telephone: .....

Contact Telephone: .....

Email Address: .....

Email Address: .....

**Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: ..... Date: .....

Please forward your application to:

HR Department, Duncan & Toplis HR, PO Box 9859, 3 Castlegate, Grantham, Lincolnshire, NG31 0ET  
Telephone: 01476 591200 Fax: 01476 591222 Email: careers@duntop.co.uk

## Equal Opportunities Monitoring

The firm operates a policy of equal opportunity and diversity. A full copy of the firm's policies on equal opportunities and diversity are available from the Human Resources Department.

Would you please assist the monitoring of these policies by providing the following details. This information will be used for no other purposes and will be treated in the strictest confidence.

Male

Female

### Ethnic Group

White - British

Black – British

White – Other

Black – Caribbean

Chinese – British

Black – African

Chinese - Other

Asian – British

Other

Asian – Other

Please Specify:

### Marital Status

Single

Married

Divorced

Widow

Separated

Living with partner

Date of Birth:

Do you have any health problems or disabilities which may affect your employment?

Yes

No

If yes, any there any reasonable adjustments which we could take which would enable you to carry out the role?