

PLEASE RETURN THIS FORM TO:
 Dave Kitchen - HR Manager
 Bridge Community Church
 Rider Street
 LEEDS, LS9 7BQ



APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

POSITION APPLIED FOR	HOW DID YOU FIND OUT ABOUT THIS POSITION?	SALARY EXPECTED
		£ _____ per _____

PERSONAL DETAILS

FORENAMES	SURNAME		
HOME ADDRESS	TELEPHONE NUMBER (INC. STD CODE)	NAME AND ADDRESS OF NEXT OF KIN	
Home:- Mobile:- Work:- Postcode:- e-mail address:-	Home:- Mobile:- Work:- Tick box if you do not want to be contacted at work <input type="checkbox"/>	Relationship:- Tel No:-	
NATIONAL INSURANCE NO.	DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? If YES, give details		
	YES/NO		
Do you have a current driving licence?	YES/NO	Type of Licence	Details of Endorsements
Please give dates you would be unavailable for interview		If successful, would you also wish to continue in any other employment? If YES, give details.	
		YES/NO	

REASON FOR APPLYING

Please explain why you have made this application, why you are interested in working for our organisation and detail any relevant strengths, experience and achievements that you believe make you a suitable candidate.

continue on a separate sheet if necessary

EDUCATION AND QUALIFICATIONS

DATES FROM/TO	SCHOOLS ATTENDED	QUALIFICATIONS GAINED (STATE SUBJECTS, LEVEL & GRADES)
DATES FROM/TO	COLLEGES OR UNIVERSITIES ATTENDED	QUALIFICATIONS GAINED (INCLUDE APPRENTICESHIPS)
ADDITIONAL TRAINING/QUALIFICATIONS. (INCLUDE MEMBERSHIP OF PROFESSIONAL BODIES/ SPECIAL COURSES ETC)		

PRESENT OR MOST RECENT EMPLOYMENT

JOB TITLE	START DATE	DATE LEFT OR NOTICE REQUIRED	WAGE/SALARY
NAME OF EMPLOYER	ADDRESS		
MAIN DUTIES AND RESPONSIBILITIES		REASON FOR LEAVING	

REFERENCES

Please give the names, addresses and telephone numbers of two people who are available to give work experience references. This should include one from your present or most recent employer.	
Do you agree that we may contact your current employer before offering employment?	

EMPLOYMENT HISTORY (Continue on a separate sheet if necessary)

DATES		NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND EARNINGS	MAIN DUTIES AND RESPONSIBILITIES	REASON FOR LEAVING
FROM	TO				

ADDITIONAL DETAILS

Have you ever been employed by us before? If YES give job title, dates and reason for leaving.	
YES/NO	
Please give details of leisure interests including any language skills and positions of responsibility held.	
Have you ever been convicted of a criminal offence? If YES, please give details.	
YES/NO	

HEALTH DETAILS

Have you ever suffered from a serious illness or had a serious operation? If YES, give details.		
YES/NO		
Are you currently receiving medical treatment or taking any form of medication? If YES, give details.		
YES/NO		
Please give details of any lateness or time lost due to sickness or injury over the last 2 years.		
Doctor's Name		Practice Address
Do you have any disabilities that may affect your application?	YES/NO	If YES, please give details and describe any reasonable adjustment you feel may be needed for either the recruitment process, or to the post applied for.

DECLARATION

<ol style="list-style-type: none">1. I confirm that the information given on this form is true and complete to the best of my knowledge. I agree that any deliberately false or misleading information will be sufficient cause to, reject my application, withdraw any offer made or if employed to dismiss without notice.2. I am fit to carry out the duties of the position applied for.3. If I am successful the employer may process the information contained on this form in accordance with Data Protection Legislation.4. If I am unsuccessful the employer may retain my details in accordance with Data Protection Legislation and may contact me should other vacancies arise that I may be more suitable for.5. I agree to my employer releasing information where appropriate in circumstances where validation of the information given is required.6. I grant the employer authority to contact my doctor for a report on my state of health.7. I agree to undergo a medical examination arranged by the employer before or after commencement of employment.8. I am eligible to live and work in the UK.	
Signed:	Date:

FOR OFFICE USE ONLY

Reasons for rejection	Interview comments (Give Date and Summary outcome)