

EMPLOYMENT APPLICATION FORM

Position Applied For		Date Application Submitted		
Location		Where did you hear about us?		
Office completion only				
Date Application Received	Shortlisted?	Invite to interview sent	Interview Date	Outcome

PERSONAL INFORMATION

Name (First, Middle, Last)	Home Phone
Address	Mobile number
Postcode	Email address

EMPLOYMENT ENTITLEMENT

Are you entitled to work in the UK?
Do you require a Visa?
If so what kind of visa?

TRANSPORT

Do you have a Full UK Driving License?
Do you have a Car or Motorcycle?
How far are you willing to travel to get to work? (In miles)

AVAILABILITY

Are you looking for Casual / Part time / Full time hours?	Please List times that you are not available for work below
How many hours per week?	
Are you able to work weekends? (Alternatives weekend pattern)	
Are you able to do sleep in nights?	
Are you able to do wake in nights if required?	

HOBBIES AND INTERESTS

Please use the box below to detail your hobbies, Interests and any skills you may have.

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ROLE SPECIFICATION

Looking at the Role specification for the position you applied for, how you meet the requirements of the role?

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EMPLOYMENT HISTORY

Please start with most recent first, please provide details of any gaps between employment below after this section.

Name of the Employer	Your role title	Start date	End Date
Main Duties & Responsibilities			
Reason for leaving			
Name of the Employer	Your role title	Start date	End Date
Main Duties & Responsibilities			
Reason for leaving			
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Reason for leaving			

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QUALIFICATIONS / TRAINING

If you have any professional qualifications or specific training/Courses, please detail below.		
Subject	Type of Qualification (Diploma/Degree/Certificate)	Date obtained

REFERENCES

Please provide at least 3 References, please note one must be from your current/most recent employer		
Professional Reference 1		
Name of Company	Contact Name	Position
Contact Address	Contact Email Address	
Postcode	Telephone / Mobile Number	
Professional Reference 2		
Name of Company	Contact Name	Position
Contact Address	Contact Email Address	
Postcode	Telephone / Mobile Number	
Personal Reference 1		
Contact Name	How does this person know you?	How long have they known you?
Contact Address	Contact Email Address	
Postcode	Telephone / Mobile Number	
Personal Reference 2		
Contact Name	How does this person know you?	How long have they known you?
Contact Address	Contact Email Address	
Postcode	Telephone / Mobile Number	

CONVICTIONS, CAUTIONS AND WARNINGS

All prospective workers are required to consent to an enhanced Disclosure and Barring Service check which will be carried out prior to your employment commencing. Failure to disclose any convictions will result in your application being withdrawn.	
Do you have any convictions, cautions or warnings?	
If yes, please list of criminal convictions/cautions below	Date obtained

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DECLARATION

I understand that any offer of work will be subject to the information I have supplied and that this is complete and accurate. False information, or a failure to supply details required may make the offer invalid or lead to termination of work. I also declare that I am stating that I am legally entitled, or allowed, to work in the United Kingdom, with or without any necessary permission from the Home Office, or any other relevant authority. If I have secured permission to work, I have included copies of all documentation. I also acknowledge that if it is found that I am working without the relevant permission, my employment will be terminated with immediate effect, and all details passed to the relevant authorities.

Applicant Signature	Date
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EQUAL OPPORTUNITIES MONITORING

Purest Support is committed to providing equality of opportunity in its recruitment practices. We seek to ensure that no applicant or worker receives less favourable treatment on the grounds of gender, marital status, disability, age, race, ethnic origin, religious belief or sexual orientation.

Applicants requested to complete this section to help Purest Support prevent discrimination and monitor the effectiveness of its Equality and Diversity policy. The information supplied will be treated as confidential and will not be taken into consideration when shortlisting.

Please make as appropriate:

Gender

Male	Female	Transgender	Prefer not to disclose
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Age

16-19	20-29	30-39	40-49	50-59	60+
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Marital Status

Single	Partnered	Married	Civil Partnership	Divorced	Separated	Widowed
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Religion

Christian	Catholic	Buddhist	Muslim	Jewish	Sikh	None	Other	Prefer not to disclose
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Sexual Orientation

Straight	Bisexual	Gay	Lesbian	Other	Prefer not to disclose
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Disability

Do you consider yourself to have a disability?

If Yes, which of the following groups do you most closely identify with?

Visual Impaired	Hearing Impaired	Physical Disability	Multiple Disability	Learning Disability	Other: (Please specify)
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Ethnicity

Please mark which ethnic group you identify with

White – British	Mixed – White and Black - Caribbean
White – Irish	Mixed – White and Black - African
White – Other*	Mixed – White and Asian
Asian or Asian British – Indian	Black or Black British - Caribbean
Asian or Asian British – Bangladeshi	Black or Black British - African
Asian or Asian British – Other*	Black or Black British – other*
Chinese	*Please Specify other

Thank you for your co-operation and for providing the information which Purest Support may hold and use in accordance with the Data Protection Act 1998.

Please Send your completed Application Form via email to

recruitment@purestsupport.com

You will hear from a member of the management team within 7 Days.