

MIDDLE LEVEL COMMISSIONERS

Job Application Form

Application for employment as :-

Mr/Mrs/Miss/Ms Surname Other names

Address

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Tel. No. Mobile No.

E-mail address

Registration number (if a registered disabled person)

GENERAL

If appointed, will you be able to produce a passport showing that you are a British Citizen or have a right of abode to stay/work in the UK, or an original document showing your National Insurance number or birth certificate? **YES/NO**

If a non-EC national, do you hold a current UK work permit? **YES/NO**

Do you hold a current driving licence? **YES/NO**

Is it a Full/Provisional/LGV/PCV licence?

Are there any adjustments that may be required to be made should you be invited for interview?

If so, please state here:

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Please indicate two people who can provide references – one of whom should preferably be your present/most recent employer:

Name:..... Name

Address:..... Address:

.....

.....

Tel. No: Tel. No:

Email: Email:

Occupation: Occupation:

I give/do not give* permission to take up my references prior to an offer of employment being made

I give/do not give* permission to take up my references prior to an offer of employment being made

* Please delete clearly as appropriate

Continued overleaf

EDUCATION AND TRAINING

Name of School(s) attended after age 11
(include details and results of any examinations
taken)

Dates

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Further education (technical college, evening classes, etc.)

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Craft or other training

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EMPLOYMENT HISTORY

	1. Present Employer (if any)	2. Previous Employer	3. Previous Employer
<i>Name</i>
<i>Address</i>
<i>Job Title</i>
<i>Duties</i>
<i>Rate of Pay</i>
<i>Dates Employed:</i>			
<i>From</i>
<i>To</i>
<i>Reason for leaving</i>

Unless you indicate otherwise, no approach will be made to your present employer before an offer of employment is made, in which case the offer may be conditional upon receipt of a satisfactory reference from your present employer:

Have you been convicted by a court for any criminal offences which are not legally regarded as 'spent'? Yes/No

Do you know of any reason why, if appointed, you would be unable to attend regularly for work?

If so, please give details

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Continued overleaf

ADDITIONAL GENERAL INFORMATION

Please add here, or on a separate sheet, any additional information you consider may be relevant to and which you wish to be considered in support of your application.

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Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

I understand that any false or misleading information given in this application may result in my dismissal if I am appointed. I declare that to the best of my knowledge all of the foregoing information and that submitted in any accompanying document(s) is correct.

APPLICANT'S SIGNATURE

DATE

Please return the completed form to:

Middle Level Offices
85 Whittlesey Road
March
Cambs.
PE15 0AH