



# Application Form

In order for us to process your application it is important that the information you provide is accurate.

## Personal details

Title:  Mr  Mrs  Miss  Ms

National Insurance no: \_\_\_\_\_

Forename/s: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Surname: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Postcode: \_\_\_\_\_

## Availability

Full Time:  Part Time:

Days Unavailable: \_\_\_\_\_

When will you be free to take up a new appointment?

\_\_\_\_\_

## Education details

Dates From - To	Secondary Schools/Colleges	Qualifications Taken/To be Taken	Result
Dates From - To	University (if applicable)	Qualifications Taken/To be Taken	Result

## Employment history

Dates From - To	Name & address of employer	Position held and key responsibilities	Salary	Reason for leaving

## Further Information

Please give full details of any other experience or achievements which you consider particularly relevant to this appointment.

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## Referees

Please give details of one business/academic referee and one personal referee.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Year's acquaintance: \_\_\_\_\_ Year's acquaintance: \_\_\_\_\_

(References will not be taken prior to job offer and acceptance by the candidate)

## Criminal convictions

Have you ever been convicted of a criminal offence – which is not a spent conviction within the terms of the Rehabilitation of Offenders Act (1974)? If yes please give details:

## Next of kin

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address (if different from your personal details): \_\_\_\_\_  
\_\_\_\_\_

## Declaration

All data that you have provided us with above are strictly confidential. If you are successful in your application it will form the basis of your records held by the company.

Prior to any offer of employment being made I understand that I shall have to provide documentary evidence of my eligibility to work in the UK. I consent to the company recording my data and disclosing information contained in this form to third parties in order to assess this application, any subsequent employment and any matters relating to that employment.

On offer of employment I also consent to the company contacting my present and/or previous employer for a reference.

I declare that the information I have entered onto this application form is, to the best of my knowledge, true and complete. Any false statements may be sufficient cause for rejection or, if employed, dismissal.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Anstee Partners Ltd is committed to equal opportunities to all employees and prospective employees, regardless of ethnic origin, religion, gender, disability, age or sexual orientation.**

### Office Use Only

Uniform Size and quantity issued:

Polo Shirt \_\_\_\_\_ Sweatshirt \_\_\_\_\_ Hat \_\_\_\_\_ Apron \_\_\_\_\_

Safety Training Date: \_\_\_\_\_

Date of Start: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Review Month: \_\_\_\_\_

Probationary Period: \_\_\_\_\_ Ends on: \_\_\_\_\_

## **Immigration**

**Under the Asylum and Immigration Act 1996 it is a legal requirement that all candidates must provide the company with confirmation of their eligibility to work in the UK. No offer of employment can be made until one of the ORIGINAL documents, as detailed below, have been brought in.**

**PLEASE DO NOT SEND ANY ORIGINAL DOCUMENTS WITH YOUR APPLICATION, AS YOU WILL ONLY BE REQUIRED TO PRODUCE THIS DOCUMENT IF YOU ARE INVITED FOR A FIRST INTERVIEW.**

- **A documented National Insurance number either on a document from a previous employer (e.g. payslips, P45, or P60), or the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service. This excludes temporary NI numbers.**
- **A birth certificate issued in the United Kingdom or in the Republic of Ireland or a certificate of registration or naturalisation as a British citizen.**
- **A passport which describes the holder as a British citizen or as having a right of abode in the United Kingdom or a passport or other travel document endorsed to show that the holder has indefinite leave to remain in the UK or has current leave to enter or remain in the UK and is not prohibited from taking employment. The Home Office can supply further information regarding eligibility to work and passport stamps.**
- **A letter issued by the Home Office or the department for Education and Employment stating that the person named in the letter has permission to take employment.**