



APPLICATION FORM
PRIVATE & CONFIDENTIAL

Employment required

Position applied for: _____
Salary expected: £ _____ per _____
Where did you hear about this vacancy? _____
Other employment interests: _____
When would you be available to start? _____
Would you work full time? YES NO
If part time, state days/hours: _____
If offered this position will you continue to work in another capacity? YES NO
Have you previously worked for us? YES NO If yes, when? _____

Personal details

Full name: Title: _____ Forename(s): _____ Surname: _____
Home address: _____

Postcode: _____
Private telephone: _____ Business telephone: _____
Date of birth: _____
Are you legally eligible for employment in the UK? YES NO
Do you have proof of eligibility to work in the UK? YES NO

Note: To comply with The Asylum & Immigration Act 1966, if you are invited to attend an interview, you must bring with you evidence of your eligibility to work in the UK, preferably a document which includes your National Insurance Number, such as a P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.

Is your ability to apply or perform the particular job for which you are applying limited in any way?

If so, how can we assist you in overcoming this?

Do you have a relevant current driving licence? YES NO
Please give details of any driving offences currently showing on your licence:

Note: If you are invited to attend an interview, and your driving licence is relevant to your application, please bring it with you.

Give details of any unspent criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974)

Employment

List below present and past employment, beginning with your most recent.

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
Job Title:					
Describe the work you did:					
Telephone:					
Type of business					
Reason for leaving:					

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
Job Title:					
Describe the work you did:					
Telephone:					
Type of business					
Reason for leaving:					

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
Job Title:					
Describe the work you did:					
Telephone:					
Type of business					
Reason for leaving:					

Name & Address of Employer	From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
			£	£	
			per	per	
Job Title:					
Describe the work you did:					
Telephone:					
Type of business					
Reason for leaving:					

(please use a separate sheet for further details)

Please describe any other work you have been involved in, eg. Voluntary, freelance, project work, etc.

Dates/duration: Description:

Education, Qualifications & Training

Beginning with the most recent events, give details of your education, qualifications and training to date. Include under 'Details' the places you attended.

Details	Dates From/To	Qualifications Gained

Experience

Outline particular experience gained in previous positions, or in activities outside of work that you feel show your aptitude and skills for the position applied for.

Interests

Give details of your main interests and the depth to which these are pursued.

Additional Information

Give any further information which you think may assist us in considering your application.

References

Please provide names, addresses and occupations of two referees (not relatives), preferably previous employers whom we may approach with regard to your application at an appropriate and later date after obtaining your permission

Name: _____	Name: _____
Occupation: _____	Occupation: _____
Address: _____	Address: _____
_____	_____
_____	_____
_____	_____
Telephone: _____	Telephone: _____

I declare that to the best of my knowledge and belief the information given in this application is correct. I consent to my application being held on file under the terms of the Data Protection Act 1988 and the General Data Protection Regulation May 2018 (or GDPR as it is more commonly known), we are required, as are all businesses that hold your personal data, to provide you with certain information in relation to the lawful grounds for our ongoing processing of your personal data.

In order to fulfil that obligation, our privacy notice clearly sets out how we collect and process your personal data, for what purposes we use your data, the legal grounds of processing such data, how we keep your data secure and your rights in relation to such data.

Please see our website for the Privacy Notice: <http://www.bookerbest.co.uk/privacy-policy>

Signature: _____ Date: _____

For Office Use Only

Application form evaluated by: _____ Date: _____

Comments:

Action:

1st Stage	INTERVIEW	Date: _____	or REJECT <input type="checkbox"/>	or HOLD <input type="checkbox"/>
2nd Stage	INTERVIEW	Date: _____	or REJECT <input type="checkbox"/>	or HOLD <input type="checkbox"/>
3rd Stage	JOB OFFER	Date: _____	or REJECT <input type="checkbox"/>	or HOLD <input type="checkbox"/>

Offer details: