



**EMPLOYMENT APPLICATION FORM**  
*(Please complete in block capitals, using black ink)*

**Position Applied For:** .....

Where did you see this vacancy advertised?/How did you hear about us?

.....

**GENERAL INFORMATION**

Mr/Mrs/Miss/Ms\* please delete

First Name:.....

Surname:.....

Address:.....

Postcode:..... Email:.....

Telephone: Home:..... Mobile:.....

Nationality: ..... NI Number: .....

Do you have a clean, current, full driving licence? Yes/No

Please enter categories your driving licence covers.....

Do you have any disability? *(Please give details)*.....

.....

If so, do you need any special modifications of equipment in the workplace?

.....

Do you have any back problems, or have you ever suffered any injury that might affect your ability to carry out manual handling tasks?

*(Please give details)*.....

If asked, will you agree to a medical examination? Yes/No

Details of any criminal convictions:

.....

Do you agree to undertake a criminal records check, should your application be successful? Yes/No

*(Employment is subject to a satisfactory criminal record – a requirement of the Hampshire County Council Buy with Confidence Scheme, to which we are members. This check applies only to positions based on site in private property or for individuals who may have to visit customers/clients for business purposes)*

When are you available for an interview?

.....

How much notice does your present employer require?

.....

### EDUCATION

| NAME OF SCHOOL OR COLLEGE | DATES |    | QUALIFICATIONS GAINED/BEING TAKEN |
|---------------------------|-------|----|-----------------------------------|
|                           | From  | To |                                   |
|                           |       |    |                                   |

### QUALIFICATIONS

LIST ANY OTHER RELEVANT QUALIFICATION YOU HAVE, WITH DATES GAINED

|  |
|--|
|  |
|--|

## PREVIOUS EMPLOYMENT

STARTING WITH YOUR MOST RECENT EMPLOYMENT, GIVE DETAILS OF YOUR EMPLOYER, JOB TITLE AND RESPONSIBILITIES, INCLUDING THE NUMBER OF PEOPLE RESPONSIBLE TO YOU (IF ANY)

| DATES | DETAILS | PAY |
|-------|---------|-----|
|       |         |     |

**REASONS FOR APPLYING FOR A VACANCY**

|  |
|--|
|  |
|--|

**HOBBIES AND INTERESTS**

GIVE DETAILS OF HOBBIES AND INTERESTS

|  |
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|  |
|--|

**REFEREES**

GIVE THE NAMES, ADDRESSES, EMAIL ADDRESSES AND TELEPHONE NUMBERS OF TWO REFEREES, PREFERABLY INCLUDING YOUR PRESENT EMPLOYER OR COURSE TUTOR

|   |   |
|---|---|
|   |   |
| May we contact this referee now? Yes/No | May we contact this referee now? Yes/No |

**I hereby declare that the statements contained in this form are, to the best of my knowledge, true and complete in every respect, and that no material facts have been withheld, misrepresented or suppressed.**

Signature: .....Date:.....

*Please return the completed form to:*

**Jenny Ryder  
General Manager  
Hambrooks  
Wangfield Lane  
Curdrige, Southampton  
Hampshire. SO32 2DA  
Fax: 01489 785 396**

[jennyryder@hambrooks.co.uk](mailto:jennyryder@hambrooks.co.uk)