





EXCEL RECRUITMENT SERVICES LTD

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### Present or most recent employment

Employer's name, address  
and type of establishment

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Postcode

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Telephone

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Job Title

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Date started in post

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Notice required

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Date left if no longer employed

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Reason for leaving

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Briefly describe your main duties and responsibilities in the above job.

### Past employment

Please give details of all your previous work experience, putting the most recent first. Include any voluntary or unpaid work. Continue on a separate sheet if necessary.

| <b>Employer's name and address</b> | <b>Dates employed from/to month/year</b> | <b>Job held and brief outline of duties</b> | <b>Reason(s) for leaving</b> |
|------------------------------------|--|---|------------------------------|
|                                    |  |   |                              |

### Training

| <b>Course title or area of training relevant to this post</b> | <b>Date</b> |
|---|-------------|
|   |             |



## **Additional information**

After reading the job description and person specification or the role profile, please say why you are applying for the post and tell us how you meet the requirements of the job. Highlight any knowledge, experience and skills that you consider relevant to the post you are applying for.

CVs are not accepted as a substitute for completing this section. If you wish to provide further information, please continue on no more than two separate sheets of A4 paper.



## Work permit

Do you require a work permit? Yes

No

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## Driving (only complete this section if driving is required as part of the role)

Do you hold a current full driving licence?

Yes

No

Do you have any current driving convictions?

Yes

No

If yes please state convictions

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Are you related to/or do you have a personal relationship with any employee of The Secretary?

Yes

No

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## Health and general attendance

Please give details of the number of days and occasions you have been absent from work in the past two years as a result of ill health.

Please give details of any illness that has caused you to be absent from work for 10 or more consecutive days during the past two years.

I heard about the job through:

Advertisement (*please state which newspaper etc.*)

Website (*which one*)

Job Centre (*which one*)

Other source (*which one*)

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## References

Please give the names and addresses of two referees (not friends or relatives) including telephone numbers. You should ensure that personal references are not used. Where you have been unemployed or not working for a period of time it is helpful if references can be given from voluntary work/school groups or committees.

### Referee

This should be your current or most recent line manager

|                                     |
|-------------------------------------|
| Name                                |
| Referee's job title                 |
| Address                             |
|                                     |
|                                     |
| Postcode                            |
| Telephone                           |
| Contact before interview? Yes    No |

### Referee

This should be a previous employer

|                                     |
|-------------------------------------|
| Name                                |
| Referee's job title                 |
| Address                             |
|                                     |
|                                     |
| Postcode                            |
| Telephone                           |
| Contact before interview? Yes    No |

## Criminal convictions

Do you have any criminal convictions?    Yes                         No  

**If Yes** please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working with vulnerable adults or children in which case cautions, bindovers, pending prosecutions, spent and unspent convictions must be declared.

## Declaration

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the Application Form will be destroyed after six months.

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements, and to assist The Secretary in equal opportunities monitoring in respect of job applications. I agree that The Secretary has the right to validate any of the information provided.

I understand that any false statements could result in my dismissal if appointed.

I confirm that I am legally eligible to work in the United Kingdom.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*Please return this form to the address stated in the advertisement*