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| --- |
| Position applied for |
|  |
| Where did you learn about this vacancy? |
|  |
| Personal Details |
|  |
| Title (Mr, Mrs, Miss, Ms, Mx, Other) |  |
| Surname |  |
| First name(s) |  |
| Other name(s) you are known by |  |
| Address with postcode |  |
|  |
|  |
| Email |  | Preferred |  |
| Mobile |  | Preferred |  |
| Home |  | Preferred |  |
|  |
| Do you hold a full clean driving licence? | Yes |  | No |  |
|  |
| If your driving licence is not clean, please give details of any endorsements and or prosecutions |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you currently eligible for employment in the UK? | Yes |  | No |  |
| Please list the documents you can provide to show that you are eligible to work in the UK. For example, your British passport, European Economic Area identity card, full birth certificate or travel document showing you are eligible to live and work in the UK. (See enclosed list of appropriate documents) |
|  |
| Do you have an armed service or public duties commitment? (for example, are you a Justice of the Peace, councillor, or magistrate?) | Yes |  | No |  |
| If yes, please give details below |
|  |
|  |
| Education and Training |
|  |
| You may use extra sheets if you need more space. Please make sure that your name and job title of the post which you are applying for is on the top of any extra sheets. |
|  |
| Schools attended | From (date) | To (date) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Qualifications gained (if you are awaiting results for the current academic year, please state predicted grades) |
|  |
| Year | Subject | Qualification | Grade  | UCAS Points |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |
| Further and higher education |
|  |
| College/University/Polytechnic attended | From (year) | To (year) |
|  |  |  |
|  |  |  |
|  |  |  |
| Qualifications gained/Predicted results |
|  |
| Year | Subject | Qualification | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Membership of professional organisations |
|  |
| Professional organisation | Grade of membership |
|  |  |
|  |
| Skills and abilities |
|  |
| We do not focus purely on the academic qualifications of candidates, but consider job knowledge, skills, abilities and personal qualities that a person has gained in both their present and previous positions, voluntary work, work experience and holiday work to be equally important. When filling in this section of the application form please provide evidence of the skills, knowledge and experience you have gained in relation to the post you are applying for. |
|  |
| Interests |
|  |
| Please give a brief description or any hobbies/sports/voluntary schemes etc that you are interested in. |
|  |
| Employment history |
|  |
| Have you had any Saturday/Part Time/Newspaper rounds or any paid employment | Yes |  | No |  |
| If yes, please give details below |
|  |
| Have you completed a work placement whilst at school? | Yes |  | No |  |
| If yes, please give details below |
|  |
| References |
|  |
| Please provide details of two individuals who you have known personally for 3 years or more and who hold a position of responsibility and are willing to give you a reference. For example your teacher or doctor (Members of your family are not included). |
|  |
| Name |  | Name |  |
| Address  |  | Address |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |
| Job Title | Job Title |
|  |
|  |  |
| Nature of your relationship | Nature of your relationship |
|  |
|  |  |
|  |
| Phone |  | Phone |  |
| Email |  | Email |  |
|  |
| We will contact referees automatically to take up references unless you notify us otherwise. |
|  |
| I do not wish you to take up a reference without first notifying me | Yes |  |
|  |
| Personal declaration |
|  |
| Signature |  |
|  |
| Date | Day | Month | Year |
|  |
| I understand that any job offer depends on the supply of satisfactory references, evidence that I am eligible to work in the UK, medical clearance and sight of original certificates, as detailed in my application.I understand that the information given on this form will not be disclosed to a third party and will be kept up to date adhering to the Data Protection Act.I confirm that, as far as I know, all the details I have given are complete and true. I understand that if I give any false or misleading information, or do not give you any significant information, you may dismiss me if you have already given me the job. |

Once you have filled in this application form you should return it by post or email to:

**Bowmer + Kirkland Limited**

Group HR Department

High Edge Court

Heage

Belper

Derbyshire

DE56 2BW

m.hallsworth@bandk.co.uk

Tel: 01773 853131 ext. 4400