



# APPLICATION FOR EMPLOYMENT

## 1. Personal Details

Family name: ..... Other Names: .....

Address: .....

..... Post Code: ..... Tel: .....

E-Mail: ..... Mobile: .....

## 2.

Position applied for: .....

Date from which you are available to take up employment: .....

## 3.

Do you:      Own a car?                              Yes       No

                  Hold a current driving licence?      Provisional       Full

## 4.

### Education

Schools attended from age 11	Examination Results

<b>5.</b>		
<b>Further Education</b>		
Place of Education	Type of training	Qualifications

5(a) Would you be prepared to attend evening class/es in your own time?      Yes       No

**6.**  
**Work Experience: Current or Previous Employment**

Employer: .....      Type of business: .....  
Address: .....  
Starting Date: .....      Leaving Date: .....  
Starting pay £ ..... per .....      Current/Finishing pay £ ..... per .....  
Job Title: .....      Duties/Responsibilities: .....  
Reason for Leaving: .....

Employer: .....      Type of business: .....  
Address: .....  
Starting Date: .....      Leaving Date: .....  
Starting pay £ ..... per .....      Current/Finishing pay £ ..... per .....  
Job Title: .....      Duties/Responsibilities: .....  
Reason for Leaving: .....

7.

**General**

Interests/Hobbies: (Give details of pastimes, sports, etc)

.....  
.....  
.....  
.....

Offices held in Social/Sports Club, etc

.....  
.....

8.

Have you ever been convicted of a criminal offence?  
(Declarations subject to the Rehabilitation of Offenders Act)

Yes  No

If 'Yes', full details must be given. ....  
.....  
.....

9.

**Community/Volunteer experience**

Date: ..... Date: .....

Name of organisation: ..... Name of Organisation:.....

Address: ..... Address: .....

Position:..... Position: .....

Duties: ..... Duties:.....

.....

10.

**Referees** (One must be a current employer. References from members of your family will not be accepted)

Name: ..... Name: .....

Address: ..... Address: .....

.....

Occupation: ..... Occupation: .....

Tel: ..... Tel: .....

11.

**Recruitment policy**

It is the POA's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of sex or marital status, disability, religious or other beliefs, sexual orientation or age.

I authorise the POA to obtain references to support this application once an offer has been made and accepted and release the POA and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

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

**POA Equal Opportunities Statement**

The POA is an exemplary employer and Trades Union promoting equality of opportunity and opposing any display or act of discrimination or harassment. We welcome all applicants irrespective of gender, race, disability, sexual orientation, religion or age.