# **APPLICATION FORM**

| **POST APPLYING FOR:** |  |
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| **YOUR DETAILS** Title: Mr/Mrs/Miss/Ms/Dr  Surname: First/Middle Name(s):  Date of Birth:    Address: Postcode:    Phone: Email: |  |
| **EDUCATION AND QUALIFICATIONS**  * Subject/Qualification/Course Taken * Dates From-To * School/College/University attended * Grade Achieved | *Please give details of your education and any qualifications you obtain. Include any qualifications you are currently studying. Please note you might be asked to prove you have obtained the qualifications listed.* |
| **TRAINING/COURSES ATTENDED**  * Subject/Qualification/Course Taken * Dates From-To * School/College/University attended * Grade Achieved | *Please give details of any training particularly relevant to the job you are applying for, including on the job training as well as formal training and in house training.* |
| **EMPLOYMENT HISTORY**Your current or most recent employerName of employerAddressJob titlePayLength of time with employerPeriod of noticeReason for leaving  * Duties |  |
| **PREVIOUS EMPLOYMENT**   * Name and Address of Employer * Position Held * Dates From/To * Main Duties * Reasons for Leaving | *Please tell us about other jobs you have done, any periods of unemployment and voluntary work.* |
| **SUPPORTING STATEMENT** | *Please tell us why you applied for this job and why you think you are the best person for the job:*   * Skills * Knowledge * Personal Attributes & Qualities |
| **INTERVIEW ARRANGEMENTS AND AVAILABILITY** | *If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.* |
| **References** | *Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.*  Name:  Job Title:  Address:  Email:  Telephone Number:  Relationship:  Can we get a reference before the interview? Yes/No  Name:  Job Title:  Address:  Email:  Telephone Number:  Relationship:  Can we get a reference before the interview? Yes/No |
| **RIGHT TO WORK IN THE UK** | *Do you need a work permit to work in the UK?*  Yes  No |
| **CRIMINAL CONVICTIONS** | *Do you have a current criminal conviction or caution, i.e. one that is not spent?*  Yes (Give details)  No |

## **DECLARATION**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

**Thank you for your interest in this vacancy. Unfortunately we cannot reply to every application, therefore if you do not receive a reply within 4 weeks of the closing date please consider your application unsuccessful.**

| **Please return this application:**  Docks Academy (Docks Beers)  The Church  King Edward Street  Grimsby  DN31 3JD  **OR**  **Email**  **manager@docksacademy.com** |
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