**Job Application Form**

*(Private & Confidential)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position applied for:** | | | |  | |
| **Where did you see this role advertised?** | | | |  | |
|  | | | | | |
| **Full name:** | | | |  | |
| **Address (including postcode):** | | | |  | |
| **Telephone Number:** | | | | **Home:**  **Mobile:** | |
| **E-mail Address:** | | | |  | |
| **Are you eligible to live and work in the United Kingdom?** | | | | **Yes**  **No** | |
| **Have you been convicted of a criminal offence that is not yet spent under the terms of the Rehabilitation of Offenders Act 1974 (as amended)?** | | | | **No**  **Yes (please give details below):** | |
| **When would you be able to start employment**  **/ length of current notice period (if applicable)?** | | | |  | |
| **Do you hold a current UK driving licence?**  (please circle as appropriate) | | | | **Yes**  **No** | |
| **Class of driving licence held:** | | | |  | |
|  | | | | | |
| **Why are you interested in applying for this position?** | | | | | |
| **What skills, knowledge and abilities would you bring to the role?** | | | | | |
|  | | | | | |
| **Employment History for the last five years**  *Please explain any gaps in your job history:* | | | | | |
| **Name and address of current / last employer**: | | | | | |
| **Job title / position:** |  | | | | |
| **Period of employment:** | **From:** | | | | **To:** |
| **Salary:** |  | | | | |
| **Reason for leaving:** |  | | | | |
| **Main duties & responsibilities:** | | | | | |
|  | | | | | |
| **Name and address of employer**: | | | | | |
| **Job title / Position:** |  | | | | |
| **Period of employment:** | **From:** | | | | **To:** |
| **Salary:** |  | | | | |
| **Reason for leaving:** |  | | | | |
| **Main duties & responsibilities:** | | | | | |
|  | | | | | |
| **Name and address of employer**: | | | | | |
| **Job title / position:** |  | | | | |
| **Period of employment:** | **From:** | | | | **To:** |
| **Salary:** |  | | | | |
| **Reason for leaving:** |  | | | | |
| **Main duties & responsibilities:** | | | | | |
|  | | | | | |
| **Name and address of employer**: | | | | | |
| **Job title / position:** |  | | | | |
| **Period of employment:** | **From:** | | | | **To:** |
| **Salary:** |  | | | | |
| **Reason for leaving:** |  | | | | |
| **Main duties & responsibilities:** | | | | | |
|  | | | | | |
| **Educational qualifications:** | | |  | | |
| **Other qualifications / training courses:**  (please give expiry dates if relevant) | | |  | | |
| **Membership of professional organisations & institutions:**  (please give expiry dates if relevant) | | |  | | |
| **Other skills – including languages (spoken/written), ICT systems / packages etc.** | | |  | | |
| **Hobbies & interests:** | | |  | | |
|  | | | | | |
| **References[[1]](#footnote-1):** | | | | | |
| **Name of Reference 1:** | |  | | | |
| **Job Title / relationship:** | |  | | | |
| **Name of company (if applicable):**  **Address (including postcode):** | |  | | | |
| **Telephone number:** | |  | | | |
| **E-mail address:** | |  | | | |
|  | |  | | | |
| **Name of Reference 2:** | |  | | | |
| **Job Title / relationship:** | |  | | | |
| **Name of company (if applicable):**  **Address (including postcode):** | |  | | | |
| **Telephone number:** | |  | | | |
| **Email address:** | |  | | | |

*I confirm that all the information that I have supplied in this form is correct to the best of my knowledge, and that there are no matters that could affect my application which have not been declared.*

*I understand that any employment, if offered, will be subject to the information on this form being correct and certified. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proven to be inaccurate.*

**Signed: ………………………………… Date: ………………………**

***Please note:*** *The information that you have provided in the application form will be used by Invicta Planning Ltd. to create or update records held by us. Your information will be processed in accordance with the Data Protection Act 2018. As the information you have provided includes sensitive personal data, you are required to expressly consent to the processing of your data in this way. If you agree to your information being used in this way then please tick the box below:*

*Yes:* □

1. Please note that referees must not be personal relatives or close friends. If you are offered a position then references will be requested prior to you commencing employment. [↑](#footnote-ref-1)