



Job Application Form

Name:	_____
Job applied for:	_____
Department or team:	Human resources

Please complete all four pages of this job application form. If you are having any difficulties completing this form due to a disability then please contact us and we will arrange for you to make your application in another way (such as typewritten, by telephone or by email). Once you have completed this form, please sign the 'Statement of Truth' and return it to:

Administration Manager

Staff Support Services Limited

Regal Court, 42-44 High Street, Slough, Berkshire, SL1 1EL

Applicant details

Address:

Telephone:

Mobile:

Email:

Initial questions

1. If you have a disability or suffer from a medical condition then please tell us of any reasonable adjustments we may need to make to assist you should you be called for an interview.

2. Do you have a right to work in the UK? Yes No
3. Do you require a work permit? Yes No

If 'Yes', specify your Home Office entry status in a covering letter (e.g. what type of visa you have obtained to gain entry into the UK) and enclose a copy of your visa or work permit.

4. What length of notice is required by your present employer?

Education

Please give names of establishments attended, together with qualifications obtained. You may add to these in a covering letter. Please note that we may check the information that you have provided and you consent to us contacting the academic institutions you have listed for this purpose. In addition, we may request sight of your original examination certificates.

Academic institution	Course or qualification	Grades

Training courses

Please give the names of the establishments and training courses that you have attended. We may request the sight of the original certificates or other documents proving that you successfully completed these courses.

Training provider	Course

Employment

Please list your employment history starting with your present or last employer. Provide details of any gaps in your employment history (of two weeks or more) in a covering letter. This should include the length of the period of unemployment, the reason you were unemployed and what you did to occupy your time.

Employer	Position, duties and responsibilities	Salary	Reason for leaving

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Skills and experience used

Please tell us about the skills you used and/or learned during the course of your previous employment. Include details of the skills and experience you have gained and used (giving examples where possible) which you believe are relevant to your suitability for the role you are applying for.

Leisure interests and hobbies

This includes membership of clubs and any positions of responsibility held.

References

Please give details of two referees, at least one of which should be your present or last employer. References will not be taken without your prior approval.

Name	Address	Telephone

Unavailable dates

Please tell us of any dates when you will not be able to attend an interview.

Statement of truth

I understand that any offer of employment will be made on the condition that the above information is true to the best of my knowledge and belief. I accept that if I am offered and accept employment and it subsequently emerges that I have deliberately provided false information then this may result in my dismissal. I also expressly consent to you contacting the various educational and/or training organisations I have attended for the purpose of verifying the information that I have provided in this form.

Signed

Date

Employees will be recruited on the basis of their qualifications and experience to do the work to be performed, regardless of sex, sexual orientation, gender reassignment, marital status, race, colour, ethnic or national origin, religion or belief, political opinion (Northern Ireland only), age, disability or trade union membership status. However, before any provisional offer of employment is confirmed, you may be asked to complete a criminal records declaration.

We comply with the data protection laws in the United Kingdom and take all reasonable care to prevent any unauthorised access to your personal data. We have a responsibility to keep your information confidential and will only use it for the purposes of recruitment and employment. Your personal information will not be passed to any third party without your consent or lawful excuse.

Any offer of employment by us may be subject to receipt of references and/or a medical report or health questionnaire and/or a criminal record check which are satisfactory to us.