

# Sample job application form

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<b>Full name:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	

## Education and training

Details and results of any exams taken:

Date	Exams	Grade

Details and results of any further education and/or training, for example, technical college or evening classes:

Date	Course	Grade (if applicable)

Please give details about any other relevant courses or training:


## Employment history

<b>Current employer name and address:</b>	
<b>Job title:</b>	
<b>Main duties:</b>	
<b>Rate of pay:</b>	
<b>Date employed from and to:</b>	

No approach will be made to your present employer before an offer of employment is made to you.

**Please tell me about other jobs that you have done and about the skills that you used and/or learned in those jobs:**

**Please tell me why you have applied for this post and how your personal values make you suited for the job - give examples of things that you have done that show this:**

Have you ever been convicted of a criminal offence? **YES / NO**  
(declaration subject to the Rehabilitation of Offenders Act 1974)

If you are disabled, please tell me about any adjustments that I may need to make to support you at interview:

Please tell me if there are any dates when you will **not** be available for interview:

I can confirm that, to the best of my knowledge, the above information is correct.  
I accept that providing deliberately false information could result in my dismissal.

**Signature:**

**Date:**