|  |
| --- |
| **APPLICATION FORM** |

1. **Application Details**

|  |
| --- |
| **POST APPLIED FOR:** |
|  |
| Title: |   | Family Name: |   |
| Forenames: |   |
| Home Address : |   |
|  |
|  |
| Postcode : |   |
| Home Phone Number: |   |
| Mobile Phone Number: |   |
| E-Mail: |   |
| Preferred Contact Method : |   |

|  |  |
| --- | --- |
| National Insurance Number (if you have one): |  |
| Do you have the Right to Work in the UK? (Please circle the relevant response) | **Yes / No**  |
| Current driving licence (if this is a requirement of this job):  |  |
| If YES, type of licence.Provide details of any current endorsements. |  |
| How many days of sickness absence have you taken in the last 12 months of employment? |  |
| Are you related to, or do you know, any employee of SIS? If yes, please advise their name(s) and the capacity in which you know or are related to them. |  |
| Where did you hear about this vacancy? |  |

|  |
| --- |
| **2. Education/Qualifications** (including overseas) Please start with secondary education. |
| From | To | Secondary School/ | Examinations taken | Results | Date  |
| mth | yr | mth | yr | College/University etc. | or to be taken | & grades | gained |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **3. Training** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification. |
| Year | Organising body | Course title | Length |
|   |   |   |   |
|   |   |   |  |
|  |  |  |  |
|  |  |  |  |

**3. Professional Membership** Please indicate membership of any organisation(s) relevant to this job.

|  |  |  |
| --- | --- | --- |
| Name of organisation | Type of membership | Date of membership |
|  |  |  |
|  |  |  |
| **5. Present or Most Recent Employment** (if any) |
| From | To | Employer (Name & Address)  | Job Title | Salary  |
| mth | yr | mth | yr |  |  |  |
|  |  |  |  |  |  |  |
| Please outline your main duties of your latest or current employment including who you were responsible to and your reasons for leaving: |
|  |
| **6. Past Employment & Experience** (if any) include voluntary or other relevant experience. |
| From | To | Employer (Name & Address) | Job Title | Reason for change and salary on leaving  |
| mth | yr | mth | yr |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |

**7. References -** Please provide the names and addresses of two referees, one of whom should be your current or most recent employer. The other should not be a family member.:

|  |  |  |
| --- | --- | --- |
| Name and Capacity Known | Occupation / Job Title | Address, Telephone Number and Email |
| 1. |  |  |
| 2. |  |  |

|  |  |
| --- | --- |
| Do you have any objection to your referees being contacted prior to interview: | **Yes / No** |
| How many weeks or months notice do you have to give to your current employer?  | **Yes / No**  |

|  |
| --- |
| **8. Other information in Support of your Application** |

|  |
| --- |
| In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job.You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name.  |
|  |

Please continue on a separate sheet if necessary

|  |
| --- |
| **9. Data Protection - Consent and Certification of Details** |
| I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that, if my application is successful, this application form will form part of my employment particulars and, in that case, I consent to the data on it being processed for all purposes in connection with my employment and for all relevant and appropriate purposes of SIS business.Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.I, (print name):  |
| Consent to SIS recording and processing the information detailed in this application form. I understand that this information may be used by SIS in pursuance of its business purposes and my consent is conditional upon SIS complying with their obligations under the Data Protection Act and General Data Protection Regulations.I also confirm that the information contained in this application form is correct, true and complete.Signature: Date:  |
|  |
| **Application forms not fully completed may be refused.** |

|  |
| --- |
| Please return the completed form marked Private and Confidential to:**HR Department, SIS UK Ltd, Tavistock Works, Glasson Industrial Estate, Maryport CA15 8NT** **Alternatively you may email it to** **recruitment@sispitches.com** |