JOB APPLICATION FORM



An Equal Opportunities Employer

IMPORTANT – Please complete in BLACK ink or TYPE. CV's will not be considered. Please return your completed form to; The Human Resources Department, Steeper Group, Unit 3, Stourton Link, Intermezzo Drive, Leeds, LS10 1DF

JOB DETAILS					
Job title					
Reference No.			Closing of	date	
PERSONAL DETA	AILS				
Title	Surname		First names		
Previous names			Preferred first na	ame	
(if any) National Ins No			Address		
Telephone	Day				
'	Evening				
	Mobile		Postcode		
	Email				
	EIIIdii				
PRESENT OR MC	ST RECENT EMPLOYER				
Employer and a	ddress	Job title			
		Annual salary or full tir equivalent	me S	Start date	
		Notice required if work	king		
		Reason for leaving and date (if applicable)	d		
Brief details of r	main duties and responsibilit				





PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

Employer and address	Job title and main duties	Da	tes	Reason for leaving	
address		from	to	Reason for leaving	

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

Name of professional body	Membership level	Date joined	Professional registration number/reference

EDUCATION						
	Please give details of your educa	ition and qualifications.				
	Establishment attended Course title/subject Qualification(s) or			Dates		
	Lotabilotimont attoriada		outcome	from	to	
L						
PF	PROFESSIONAL AND VOCATIONAL TRAINING					
	Please give details of any relevant training. This section will not be relevant to some jobs					
	Qualification(a) or Dates				tes	
	Establishment attended	Course	outcome	from	to	

SUITABILITY FOR JOB
Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

REFERENCES				
Please give the names and addresses of two people we may contact for references. Your first referee must be your present or most recent employer. Full contact details must be given so that your application is not delayed.				
Name of your first referee	Name of second referee			
Their job title	Their job title			
Organisation and address	Organisation and address			
Postcode	Postcode			
Email	Email			
Telephone	Telephone			
Please note that for jobs working with children, references will be needed immediately, so it is not possible to defer this process. Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for information on disciplinary issues, sickness absence etc.				
OTHER INFORMATION If the job requires it: (tick as appropriate)				
Will you relocate?		Yes No		
Will you travel?		Yes No		
Will you work overtime?		Yes No		
Will you work shifts or other flexible working arrangements? Yes No		Yes No		
Are you currently eligible for employments in the UK? Yes No		Yes No		
Do you have a current full UK driving licence?		Yes No No		
Have you any driving endorsements?		Yes No		
If yes give details:				

DISCLOSURE OF CRIMINAL RECORDS
Please give details of any criminal convictions, warnings, reprimands, cautions, bindings over or other orders, pending prosecutions, or criminal investigations. We will only take them into account if we consider them relevant to the job for which you have applied. You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Criminal Records Bureau clearance. Any information disclosed will be treated in the strictest confidence.
Have you any criminal convictions or are you at present the subject of criminal charges? Yes No
If yes, please provide details in a sealed envelope marked "Confidential" and bring to the interview.
DECLARATION
I declare that the information on this form is true and accurate.
I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post. I understand any subsequent job offer is subject to satisfactory references, a satisfactory medical report and a CRB check (if appropriate).
Privacy Notice I consent to the information contained in this form, and any other information received by or on behalf of Steeper relating to my application, being processed by Steeper in administering the recruitment process and to assist with the prevention and detection of fraud.
Signature
Date
If you submit this form electronically, you will be required to sign this declaration if invited to interview.
Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.