APPLICATION FOR EMPLOYMENT

Private and confidential

Return this form to: _____ Ref. No

Position applied for: _____

Name Title: Forename(s): Surname:

Address: _____

_____ Postcode:

N.I number: _____

Telephone number Landline: Mobile:

Current driving license?

Yes ☐ No ☐ Groups: Expiry date:

Details of endorsements:

Are there any restrictions on you taking up employment in the UK?

Yes ☐ No ☐ (If ***Yes***, please provide details)

Education

Schools/Colleges/University	Qualification Gained

HIGHBRIDGE
caravans | motorhomes | camping

Employment history:	(please complete in full and use a separate sheet if necessary)	
From:	***Name and address:***	
To:		
	Job title:	Rate of pay:
	Duties:	
	Reason for leaving:	

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To:		
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Current membership of professional bodies Please note any professional bodies you are a member of or are registered with.

Other employment Please note here any other employment that you would continue with if you were to be successful in obtaining this position.

References Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.

1.	2.
Known in the capacity of: (i.e. Manager/Education):	Known in the capacity of:

Leisure Please note here your leisure interests, sports and hobbies, other pastimes etc.

Criminal record Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland.

General comments Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

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Continued…

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: …… **Date:** ……..