

Garbutt + Elliott

GARBUTT + ELLIOTT LLP

EMPLOYMENT APPLICATION FORM

CONFIDENTIAL

Please complete in your usual handwriting, in black ink.

This form will be used for making an initial assessment of your suitability for immediate or future employment and also for recording purposes in the event of you accepting an appointment. Since it is designed to apply to all types of appointments, some of the questions may not be appropriate in your case. You may ignore any questions you prefer not to answer, but you should bear in mind that omission of relevant information may result in your application being rejected.

Position applied for:

Source of introduction:

Personal Details

Full name:	
Present address:	Previous address (if less than 1 year at present address):
Home tel No:	Daytime tel No:
Mobile No:	N.I. No:
Email address:	

General Particulars

Do you own a car? Y / N	Do you hold a full UK Driving Licence? Y / N	Is it Clean? Y / N	If not please give any details of endorsements:
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Have you ever been disqualified from driving? Y / N	Do you have any prosecutions pending? Y / N
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Reason for application

Please state briefly your reason for seeking employment with us:

Educational, Technical and Professional Qualifications

Please provide details of your qualifications, including the name of any institute or professional body in full and any attainment level.

Qualification	Level achieved	Date qualification achieved

Personal Development

Please include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable.

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Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer(Name, Full Address and dates of employment)	Jobs Held/Key Achievements	Reason for leaving

Please continue on a separate sheet if necessary.

Referees

Please indicate two people who can provide a reference, one of whom should be your present/most recent employer and the other referee should be your next most recent previous employer:

Name	Name
Address	Address
Tel. No.	Tel No.
Email:	Email:
Occupation:	Occupation:
I give/do not give permission to take up my references prior to an offer of employment being made. (Delete as appropriate)	I give/do not give permission to take up my references prior to an offer of employment being made. (Delete as appropriate)

We will not take up references prior to your approval

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Please note that should your application be successful, you will be required to provide documentary evidence of your eligibility to work in the UK prior to commencing any employment.

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? **YES/NO**

If YES please provide details:-

If you are successful in your application, would you require a work permit prior to taking up employment? **YES / NO**

Spare Time Activities

Please provide details of your hobbies and interests

Additional Information

If you wish to add any further information which you think may be relevant to your application please do so here.

Rehabilitation of Offenders Act 1974

Have you ever been convicted or cautioned of a criminal offence?

Yes/No

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes and the convictions are "unspent" under the Rehabilitation of Offenders Act 1974, please give details of offence(s) and sentence on a separate sheet, enclosed in an envelope marked 'Strictly Private & Confidential' and addressed to HR Recruitment. The nature of your conviction will only be considered if it is felt that this is relevant to the role for which you are applying.

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Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources (including the use of a credit vetting process) will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or any third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways as permitted by law.

In the cases of unsuccessful applications we will securely hold this information for a period of up to 3 years, after which time it will be confidentially destroyed. By signing the declaration below you are confirming that you are happy for us to retain this information if your application is unsuccessful.

By signing the application form you agree to the processing of the data supplied to us in your application for employment (including your personal information and other sensitive personal data) in accordance with our registration with the Data Protection Commission and our Job Applicant Privacy Notice which is available on our website.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing false or misleading information will disqualify me from appointment OR, if appointed, may result in dismissal.

Signature: **Date:**