

APPLICATION FOR EMPLOYMENT

Instructions: Please complete Parts 1 and 2 clearly in black ink. You should use additional sheets of paper if required and attach to this form.

Part 1

Position applied for:
Application reference number (if applicable):
Department / Location:

PERSONAL DETAILS

Surname: _____ First Name(s): _____ Title: _____	
Address: _____ _____ _____ _____ _____ E-mail _____	Can we contact you by telephone? YES / NO If yes: Daytime tel: _____ Evening tel: _____ Mobile tel: _____
Are you related to or have any connection with anyone currently working for The Press Association? (if yes, please give details)	
YES / NO	
Have you previously worked for or applied to join this company (if yes, please indicate position held and dates of employment)	
YES / NO	
Do you hold a valid driving licence?	
YES / NO	
Please give details of any endorsements or motoring convictions:	

EDUCATION

Secondary Education			
Name/Location of School	<u>Dates</u>		Examinations (subjects/results)
	From	To	
Further Education			
Name/Location of College/University	<u>Dates</u>		Qualifications gained (subjects/results)
	From	To	

NB: You will be required to produce certificates/confirmation of examination results on commencing employment.

Membership of relevant professional/vocational organisations:

<u>Organisation</u>	<u>Membership Status</u>	<u>Date Achieved</u>

PRESENT/LAST EMPLOYER

Job Title and brief description of duties and responsibilities:

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Employer's Name and Address:

Type of Business:

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Dates Employed:

FROM:

TO:

Latest/last salary:

Reason for leaving/wishing to leave:

What period of notice are you required to give under your contract of employment?

PREVIOUS EMPLOYMENT

Please give details below of your previous employment beginning with the most recent
(if necessary continue on a separate sheet of paper)

FROM	TO	EMPLOYER Name and Address	POSITION Job Title and brief duties	REASON FOR LEAVING

Are you able to communicate in any other language(s) (if yes, please indicate your level of fluency)	YES / NO
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Please use this space to provide any information that you consider to be relevant to your application. You should include details of any skills, experience or qualifications which you feel would be applicable to the job you are applying for. Please also include any periods in your employment or education that are unaccounted for.

Continue on a separate sheet of paper if necessary.

ADDITIONAL INFORMATION

Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974 or pending criminal proceedings?

(if yes, please give details)

YES / NO

Do you have financial, business or other personal interests which may conflict with carrying out the duties of this post?

(if yes, please give details)

YES / NO

From time to time you may be required to work on Public Holidays and Weekends. Do you have any commitments which may limit your working hours?

(if yes, please give details)

YES / NO

Do you have any holiday booked?

(if yes, please give details)

YES / NO

REFERENCES

(please give details of two people (not relatives) who we may approach for references, one of whom should be your manager at your present or last employer)

NAME:
ADDRESS:

TELEPHONE NO:

RELATIONSHIP/OCCUPATION:

May we contact this referee
prior to job offer?

YES / NO

NAME:
ADDRESS:

TELEPHONE NO:

RELATIONSHIP/OCCUPATION:

May we contact this referee
prior to job offer?

YES / NO

In order to assess the effectiveness of our advertising we would appreciate it if you would indicate how you learnt of this position (eg. name of publication/newspaper; personal contact, agency, etc.):

DECLARATION

- I declare that the information given in support of this application is correct to the best of my knowledge and that if any statement is subsequently found to be false or misleading, my employment with the Company may be terminated.
- I understand that any job offer is subject to satisfactory employment references.
- I confirm that I am authorised to work in the UK in accordance with the Asylum and Immigration Act 1996.
- I authorise the Company to hold and process information about my employment in accordance with the principles laid down in the Data Protection Act 1988.

Signed: _____ Date: _____

Please ensure that you complete and return Part 2, "Equal Opportunities" with your application and return to:

Human Resources Department
The Press Association Ltd
Bridgegate
Howden
East Yorkshire
DN14 7AE

