

APPLICATION FOR EMPLOYMENT

STRICTLY CONFIDENTIAL

Position applied for

Surname	First name(s)
Address	Nationality
.....	Driving licence (type/endorsements)
.....	For driving jobs, licence must be shown at interview
Post code	
Telephone Home	Work

Are you legally eligible for employment in the UK?
When would you be available to start work?
Have you ever been convicted of a criminal offence? (you need not disclose any spent convictions)
Do you have any special needs which are relevant to this application?

Completion of the questions in this section is entirely voluntary. This information will not be used as part of the selection process, but may be used for monitoring purposes.

Marital status
Details of interests, achievements, leisure activities
.....

SECONDARY/TERTIARY EDUCATION

Name of school, college, university etc	Examinations taken and qualifications obtained

VOCATIONAL AND TECHNICAL TRAINING

Please give details of apprenticeships, job related training, professional qualifications etc

Course details	Qualifications obtained

REFEREES

Please give names and addresses of two work related referees. No contact will be made with your current employer without your prior permission.

.....
.....
.....
.....

PREVIOUS EMPLOYMENT (to be completed by all applicants, even if a CV is also submitted)

Please give details previous employment in the last five years starting with your present or most recent position. Continue on an additional sheet if necessary

Dates		Employer's name and address	Position held	Duties and responsibilities	Current or last salary and other benefits	Reason for leaving
From	To					

ADDITIONAL INFORMATION

Please give any other information you feel may be relevant to your application

SUBSTANCE ABUSE

Balmoral Comtec operates a policy with regard to alcohol and substance abuse in line with our commitment to provide a safe working environment. Tests are conducted on a random and "with cause" basis. Where the presence of a prohibited substance is identified, any offer of employment will be withdrawn, or employment terminated.

Compliance with this policy is a condition of employment.

DATA PROTECTION

Information contained in this application form will be used for the purpose of assessing a candidate's suitability for employment and to monitor the effectiveness of Balmoral's equal opportunity policies.

Personal details, which will be held in paper and electronic form, may be made available to relevant authorised personnel.

Candidates have the right to request access to any personal information held by Balmoral Comtec.

I declare that the foregoing information is correct and understand that it forms the basis of any offer of employment. I also understand and agree that the provision of false information in this application will lead to the withdrawal of any offer of employment, or the termination of employment, as appropriate.

Signed Date