

For office use only

Date received: _____

Received by (initials): _____



Job Application Form

Vacancy Title:	
	Full Time () Part Time () Casual ()
Please tell us how you heard about this vacancy:	

1. Personal details

Last Name: **First Name:**

Address:

Postcode:

Home Telephone No. **Daytime Contact No.**

E-mail address:

Are you free to remain and take up employment in the UK? Yes No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk

Driving Licence Yes No
Do you hold a full, clean driving licence valid in the UK?

Yes No
Have you previously been invited for an interview with, or employed by, Eynsham Hall?
If yes, please state position(s) applied for / held:

Do you have a disability? Yes No

If yes, please give details:
Are you registered disabled? Yes <input type="checkbox"/> No <input type="checkbox"/> RDP. No.-

If, as a result of your disability, should you require any particular arrangements to be made for your interview please give details below:
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2. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

4. Health and absence record

Please state any periods of absence over the last 12 months giving number of days lost and reasons for each of these.

Dates	Reason for absence

Continue on separate sheet if necessary to cover the full 12 months prior to application

5. Convictions/ Disqualifications

Have you ever been convicted of a Criminal Offence? Yes () No ()

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

6. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Reference 2

Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Contact No:	Contact No:
Email:	Email:
How is this person known to you:	How is this person known to you:

We reserve the right to contact any of your other previous employers within the last three years.

7. Equal Opportunities

Eynsham Hall Ltd is committed to an equal opportunities policy and will assess applicants for jobs without regarding disability, marital status, race or sex. To enable the company to monitor this policy, please complete this section.

Single () Married () Separated () Divorced () Widowed ()

Number of children: Male Female Ages

Nationality:

Do you need a Work Permit to work in this country? Yes () No ()

Please indicate to which of the following ethnic/racial groups you belong:

African () Oriental () Other(Please Specify)

Asian () UK European ()

Caribbean () Other European ()

8. Declaration

Statement to be Signed by the Applicant

The contents of this form are confidential. If you are successful it will form the basis of your records held by the company. You should understand that if at a later date it is discovered false information has been given this could lead to your dismissal.

I authorize Eynsham Hall Ltd to obtain references to support this application once an offer has been made & accepted.

I confirm that the information on this form is to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: _____ Date: _____

Candidates selected for interview will normally be notified within four weeks of the closing date.

If you return this form by email, you will be asked to sign your application should you be selected for interview.

9. Submitting your application

By Hand or Post:

Recruitment
Eynsham Hall
North Leigh
Witney
Oxfordshire
OX29 6PN

By E-Mail:

s.bowles@eynshamhall.com

Enquiries:

Telephone: 01993 885200