



Supporting the hair, beauty and barbering industries

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. APPLICATION

Position applied for

Date available to take up employment

Salary required

2. PREPARED TO WORK

Full time Part time

3. PERSONAL DETAILS

First name Last name.....

Address

..... POSTCODE

Telephone numbers Private

Mobile

Email

Do you own a car? YES NO

Have a current driving licence? YES NO

Provisional YES NO

Full YES NO

4. SECONDARY EDUCATION

School name/address Examinations (subject/result etc)

.....

.....

.....

.....

.....

5. FURTHER EDUCATION OR APPRENTICESHIPS

College or training provider Qualifications achieved

.....

.....

.....

.....

.....

6. TRAINING COURSES COMPLETED

Training body

Course title

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

7. EMPLOYMENT

Current/last employer

Start date **End date**

Address

Postcode

Job title

Duties

Reason for leaving

Finishing pay £

Previous most recent employer

Start date **End date**

Address

Postcode

Job title

Duties

Reason for leaving

Finishing pay £

Previous employer

Start date **End date**

Address

Postcode

Job title

Duties

Reason for leaving

Finishing pay £

8. GENERAL

Interests/hobbies (give details of pastimes, sports, etc)

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

Do you have any convictions, cautions, reprimands, or final warning that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes No

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Services website.

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, give details

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

If offered this position will you continue to do any other work? YES NO

If yes, give details

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

9. PERMISSION TO WORK IN THE UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes No

If you are successful in your application would you require permission to work in the UK? Yes No

10. REFEREES

1. Work reference - not members of your own family

Name

Address

..... **Postcode**

Organisation

Occupation

Telephone number **Email address**

2. Work reference - not members of your own family

Name

Address

..... **Postcode**

Organisation

Occupation

Telephone number **Email address**

11. ADDITIONAL PERSONAL DETAILS

National Insurance number

12. RECRUITMENT POLICY

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, transgender status, marital or civil partnership status, age or disability.

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

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

Signature **Date**

13. FOR OFFICE USE ONLY

Starting date

Job offered

Pay **Hours of work**

Proof of right to work YES NO

Details

P45 or P46 YES NO

Pension entry date

References required **1)** YES NO **2)** YES NO

Proof of qualifications

14. INTERVIEWER'S USE ONLY

	POOR	1	2	3	4	5	EXCELLENT
Appearance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Experience		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Co-operation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trade test (IF DONE)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portfolio (IF USED)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OTHER COMMENTS

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

Signature (1)

Signature (2)