

Application form for external applicants

Personal information (confidential)

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| **Application for employment** | | | | | | | | |
| Return this form to: Pave Aways Limited, Avenue Mill, Knockin, Oswestry, SY10 8HQ email [jane.harvey@paveaways.co.uk](mailto:jane.harvey@paveaways.co.uk) | | | | | | | | |
| Position applied for: | | | | | | | | |
| **Personal details** | | | | | | | | |
| Title | |  | | | | | | |
| Name | |  | | | | | | |
| Address | |  | | | | | | |
| Email | |  | | | | | | |
| Telephone (landline) | |  | | | | | | |
| Telephone (mobile) | |  | | | | | | |
| National Insurance No. | |  | | | | | | |
| Do you hold a current driving licence? | | | | Yes |  | No | |  |
| Details of endorsements (if none, please insert N/A) | | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes |  | No | |  |
| If no, please provide details | | | | | | | | |
| **Education** | | | | | | | | |
| Please provide your education history here | | | | | | | | |
| Schools/Colleges/University | | | Qualification gained | | | | | |
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| **Employment history** | | | | | | | | |
| Name of employer(s) | Job title and main duties | | | | | | Date of departure/reason for leaving | |
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| Please note here any other employment that you would continue with, if you were to be successful in obtaining this role. | | | | | | | | |
| **Personal Statement** | | | | | | | | |
| Please include any additional information, that is relevant for the position you are applying for. | | | | | | | | |
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| **References** | | | | | | | | |
| Please note here the names, company name (where applicable) and address of two persons from who we may obtain both work and character references. | | | | | | | | |
| 1. | | | 2. | | | | | |
| Please note here any membership you hold or professional bodies, including grade of membership or other relevant details. | | | | | | | | |
| **Data protection statement** | | | | | | | | |
| All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on the form, by the referees you have noted, and the educational institutions with whom we many undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of consent to process the information provided by you in this form.  For more information on how we use the information you have provided, please contact the office on 01691 682 111, and request a copy of the company privacy policy from the HR department. | | | | | | | | |
| **Declaration** | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, DBS checks and Driving Licence checks. | | | | | | | | |
| **Signed Dated** | | | | | | | | |
| **Office use only - Notes** | | | | | | | | |
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