

References	
Current/Last employment	Current/Last employment
Name:	Name:
Relationship	Relationship
Job Title	Job Title
Address	Address
Post Code	Post Code
Telephone	Telephone
Email	Email
Job held by you and dates	Job held by you and dates
Referee can be contacted prior to offer being made? Yes No	Referee can be contacted prior to offer being made? Yes No

Rehabilitation of Offenders Act 1974

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are **not** 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above act?
 YES NO If yes, please give details of date(s), offence(s) and sentence(s) passed:
 (Please enclose a disclosure letter if necessary).

The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offences(s) and sentences(s) passed:

Declaration

I confirm to the best of my knowledge and belief the information I have given in support of my application is correct, and understand that any statement or deliberate omission may result in my dismissal and claim from damages.

I hereby consent to the processing of sensitive personal data, as defined in Data Protection Act 1998, involved in the consideration of this application.

SIGNATURE _____ **DATE** _____

Please indicate if you completed this application on behalf of the applicant. Yes No
 If yes, please print your Name _____ Relationship _____
 Unfortunately due to the high volume of applications we are unable to respond to every application.
 Thank you for your application.

Position Applied For

Job Title	(please circle as appropriate)	FULL TIME	PART TIME	ANY
	(please circle as appropriate)	DAYSHIFT	BACKSHIFT	ANY

Information About You

Title (please tick as appropriate)	Mr	Mrs	Miss	Ms	Other
Surname					
Forename(s)					
Home Address					Postcode
Home Telephone Number			Mobile Telephone Number		
Email Address					
Date of Birth (if under 18)	d	d	m	m	y y
National Insurance Number					
Nationality					

Are there any restrictions on your continued residence or employment in the UK?
 Do you require a permit to work in Britain?(Foreign nationals will be required to produce evidence of their right to stay and work in UK at interview)

No	Yes	If Yes Please give details;
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Please specify all languages that you are you fluent in?

What notice period are you required to give to your present employer?

Only complete the next 4 questions if these are a requirement of the job for which you are applying, otherwise continue to next question.

Do you have a current driving licence?	Yes	No
Do you have your own vehicle	Yes	No
Do you have an HGV licence	Yes	No
Do you have a counterbalance licence	Yes	No

Your Past Working History

(Starting with most recent and including any previous employment with Albert Bartlett & Sons)

From	To	Company & Job Description	Reason for Leaving



Est. 1948

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Have you ever been employed previously by Albert Bartlett?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	If yes please detail dates and reason for leaving.
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Do you have any holiday booked?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	If yes please detail all dates
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Do you have any appointments booked?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	If yes please detail all dates and times
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Reason For Applying

Why Do you consider you are a suitable candidate for this position and what motivated you to apply?

(Continue on separate sheet if necessary)

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Your Education (Please provide details)

High School Attended			
Dates	From:		To:

Qualifications			
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Further Education Attended			
Dates	From:		To:



Est. 1948

Qualifications	
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Achievements

Please include any further information including details of your main achievements to date, relevant to this application. (This may include any training courses or volunteer work or experience etc)

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Disability

Albert Bartlett are committed to interviewing any candidate with a disability who meets the minimum criteria for appointment to this post.

Do you consider yourself to be disabled under the terms of the Disability Discrimination Act 1996? **YES** **NO**

If Yes, do you require any special arrangements at interview?

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