

# APPLICATION FORM

*Aiming for equal opportunity*

**PAYNE**

- Please complete in ink.
- For any sections requiring further details please add extra sheets if necessary.
- Complete all sections and delete information as necessary.
- You may enclose a CV but only if the form is completed.
- We may choose to discount your application if it is not completed in full.

## Job applied for

## Reference No.

## Location

## Your details

Surname

Initials

Address

Telephone

daytime

evening

Full car driving licence?

yes/no

Number of penalty points

Do you have access to transport

yes/no

## Work History

Are you currently in work?

yes/no

Please tell us about your current or most recent job

Job Title

Start date

Finish date

Name of employer

Salary

Notice period

Describe the main duties, responsibilities and skills involved

Reason for change

## Please list other work beginning with the most recent (you may continue on a separate sheet if required)

Name of employer

Job Title

Start date

Finish date

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**Education** (including further education or study but excluding professional training)

| School/college etc. from age eleven | Subjects/Level (e.g. GCSE, GCE, CSE) | Grade | Result date |
|-------------------------------------|--------------------------------------|-------|-------------|
|                                     |                                      |       |             |

College/University etc.

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

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**Professional and work related training**

| Course or qualification | Place and method of study<br>(e.g. day release) | Result | Start date | Finish date |
|-------------------------|---|--------|------------|-------------|
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**Professional body membership**

| Professional body | Grade of membership | Route of membership (e.g. by examination) |
|-------------------|---------------------|---|
|                   |                     |   |

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**Your qualities**

Please explain as fully as possible why your experience, training, skills and interests make you the right person for this particular job.

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**References and other general information**

Please supply details of referees that we can contact. Both referees must be from previous employment, including your most recent employer. If only one workplace referee is possible then a friend may be used to provide a personal character reference.

|  | Referee 1. | Referee 2. |
|--|------------|------------|
| Name   |            |            |
| Organisation name and address<br>(or home address of personal referee) |            |            |
| Daytime telephone number   |            |            |
| Job title or relationship to you                                       |            |            |

Do you wish to be contacted prior to references being taken up?

Please tell us where you saw the job advertised,  
or how you heard about it

Do you need a work permit to work lawfully in this country?

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**Please check your application form carefully to ensure that the information is as accurate as possible.**

Your application is accepted on the following basis:

- the information is correct
- any form of canvassing, direct or indirect will invalidate your application
- you are lawfully available for work in this country
- you are required to declare convictions or cautions, spent or not, for jobs which fall within the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1986 and any other later orders
- your application should reach us by the specified closing date, we may choose to accept completed forms after this date, but this will be at our discretion.

Please sign below to show your acceptance of the conditions listed on this form and of others which may have been outlined to you in other materials relating to this job

Signed  Date

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**Please return your completed application form to:**