

APPLICATION FOR EMPLOYMENT

ALL INFORMATION CONTAINED IN THIS APPLICATION WILL BE USED IN CONFIDENCE

POSITION APPLIED FOR: _____

DATE OF APPLICATION: _____

PERSONAL DETAILS

FIRST NAME(S)	SURNAME
ADDRESS	HOME TEL NO
	WORK TEL NO
	MOB TEL NO
POST CODE	PLACE OF BIRTH
NATIONALITY	EMAIL ADDRESS:
NI NUMBER	DO YOU HOLD CURRENT DRIVING LICENCE: YES / NO
TYPE OF LICENCE HELD AND ANY CONVICTIONS IN THE LAST FIVE YEARS?	
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? (Declaration is subject to the Rehabilitation of Offenders Act 1974 - you must declare all convictions which are not spent)	
PLEASE GIVE DETAILS OF YOUR SPARE TIME INTERESTS. Please include any voluntary, community or public service and give any details of any responsible position which you have held/hold in clubs or leisure organisations.	

EDUCATION

SCHOOLS/UNIVERSITIES/COLLEGES ATTENDED	
SECONDARY	QUALIFICATIONS GAINED
COLLEGE/UNIVERSITY	QUALIFICATIONS GAINED

PLEASE LIST BELOW DETAILS OF ANY OTHER TRAINING YOU HAVE UNDERTAKEN

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WORK EXPERIENCE – NB ONLY NEEDS TO BE COMPLETED IF NO CV AVAILABLE OR IF THERE IS INFORMATION MISSING FROM CV e.g. SALARY. IF CV IS AVAILABLE PLEASE ATTACH TO THIS APPLICATION FORM

PLEASE GIVE DETAILS OF YOUR PREVIOUS THREE EMPLOYERS - STARTING WITH THE MOST RECENT	
DATE EMPLOYED FROM	TO
NAME AND ADDRESS OF EMPLOYER:	
JOB TITLE	
PLEASE DESCRIBE BRIEFLY THE MAIN PURPOSE, RESPONSIBILITIES AND ACHIEVEMENTS	
SALARY	
REASON FOR LEAVING	
NOTICE REQUIRED/DATE AVAILABLE TO START WORK:	

DATE EMPLOYED FROM	TO
NAME AND ADDRESS OF EMPLOYER	
JOB TITLE	
PLEASE DESCRIBE BRIEFLY THE MAIN PURPOSE, RESPONSIBILITIES AND ACHIEVEMENTS	
SALARY	
REASON FOR LEAVING	

DATE EMPLOYED FROM	TO:
NAME AND ADDRESS OF EMPLOYER	
JOB TITLE	
PLEASE DESCRIBE BRIEFLY THE MAIN PURPOSE, RESPONSIBILITIES AND ACHIEVEMENTS	
SALARY	
REASON FOR LEAVING	

REFERENCES

PLEASE SUPPLY THE NAMES AND ADDRESSES OF TWO REFEREES (**One of these must be someone at your present/last place of employment** and you must not submit relatives as a referee). No one will be contacted without your permission.

NAME	NAME
ADDRESS	ADDRESS
EMAIL	EMAIL
TEL NO	TEL NO
RELATIONSHIP	RELATIONSHIP

PLEASE SUPPLY DETAILS OF TWO NEXT OF KIN (To be contacted in an Emergency)

NAME	NAME
ADDRESS	ADDRESS
HOME TEL:	HOME TEL:
MOBILE TEL NO:	MOBILE TEL NO:
RELATIONSHIP:	RELATIONSHIP:

PLEASE TELL US WHY YOU WOULD LIKE TO JOIN RML

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I hereby declare that the statements made by me in this application are true and I understand that if it is later found that any of these statements are untrue or, if my employment begins before my references have been received and these prove to be unsatisfactory, my engagement may be ended without prior notice and upon payment of those days actually worked by me. I also consent to information being held on file under the terms of the Data Protection Act 1989.

SIGNED	DATE
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RECRUITMENT AND PROMOTIONS POLICY - The Company is committed to provide equal opportunities in employment. This means that all job applicants and Employees will receive equal treatment regardless of sex, marital status, race, colour, nationality, ethnic or national origins, age or disability.