

APPLICATION FOR EMPLOYMENT

**CONFIDENTIAL**

Please complete this form by typing in the required fields, if you choose to complete this form by hand please use black ink and print in capital letters.

**1**

**.Position Applied For**

|  |  |  |
| --- | --- | --- |
| Post Title | ­­­­­­ | |
| Please state where you saw the advertisement | |  |

# 2. Personal Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | | First Name(s) |  | | Last Name | |  |
| Address |  | | | | | | | |
| ­­­ | | | | | | Postcode |  | |
| Mobile Telephone No | |  | | | Daytime Contact No | |  | |
| Email Address | |  | | | | | | |
| National Insurance No | |  | | | | | | |

# 3. Current Employment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title |  | | | Date Appointed |  |
| Salary |  | | | Other Benefits |  |
| Employer Name and Address | | |  | | |
|  | | | | Postcode |  |
| Telephone |  | | | Notice |  |
| Email |  | | | | |
| Reason for Application | |  | | | |

# 4. Current Membership of Professional Bodies

|  |  |
| --- | --- |
| Professional Body / Association | Current Status and Member No |
|  |  |
|  |  |
|  |  |
|  |  |

# 5. Previous Employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates From | Dates To | Employer Name & Address | Job Title & Salary | Reasons for Leaving |
|  |  |  |  |  |
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# 6. Education and Training

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| --- | --- | --- | --- |
| Education/Training – Establishment Attended | Qualifications or Course Details | Grade | Date |
|  |  |  |  |
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## 7. Skills and Experience - continue on additional sheets if necessary

Please provide evidence of why you are suitable for the post. Please focus on the essential criteria outlined in the Role Profile. Attach any additional sheets securely and ensure they are marked clearly with your name and details of the post for which you have applied.

|  |
| --- |
|  |

Please do not write below this line. Please continue any further text on a separate sheet.

# 8. References

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | Name |  | |
| Address |  | | Address |  | |
|  | | |  | | |
| Email | |  | Email | |  |
| Telephone No | |  | Telephone No | |  |
| Relationship | |  | Relationship | |  |

# 9. Right to Work in the UK

Do you have the legal right to work in the UK? Yes  No

|  |  |
| --- | --- |
| If “Yes”, do you have any conditions attached? |  |
| If “No”, what type of work permit do you require? |  |

# 10. Disability

Under the Equality Act 2010, a disability is defined as a physical or mental impairment that has a ‘substantial’ and ‘long term’ negative effect on a person’s ability to do normal activities day to day.

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability, impairment, health condition or learning difference? | | Yes  No |
| If yes, please give details |  | |
| Please indicate in the box below if there are any reasonable adjustments we need to consider making if you are invited to interview. | | |
|  | | |

# 11. Declaration

I confirm that the above information is correct to the best of my knowledge. I consent to The ACC Liverpool Group processing, by means of a computer database or otherwise, any information I provide for the purposes of employment by The ACC Liverpool Group.

Falsification of information will lead to disciplinary proceedings and may result in dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

Thank you for your application.

Please email your completed application to [Recruitment@accliverpool.com](mailto:Recruitment@accliverpool.com) or return to:

Human Resources, The ACC Liverpool Group, Kings Dock, Liverpool Waterfront, L3 4FP