

**EMPLOYMENT APPLICATION FORM**

All of the information provided will be used and stored by N&B Training Company Ltd in confidence and in accordance with our Data Protection Registration.

**Please state the title of the position you are applying for:**

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**SECTION 1 - PERSONAL DETAILS**

**Title:** ..... **Surname:** .....

**First name(s):** .....

**Home address:** .....

..... **Postcode:** .....

**Telephone No.:** ..... **Mobile No.:** .....

**Personal email address:** .....

**Do you hold a FULL valid driving license?:** Yes / No

**Are you free to remain and take up employment in the UK with no current immigration restrictions?:** Yes / No

*Please advise if there are any restrictions, or what type of permit you would require:* .....

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**SECTION 2 - EDUCATION & PROFESSIONAL QUALIFICATIONS**

*(Please detail the subjects and grades obtained)*

**Higher education:** .....  
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*(Please detail the title, level and awarding body)*

**Professional qualifications:** .....  
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**Other qualifications:** .....  
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**SECTION 3 - PREVIOUS EMPLOYMENT**

If you are not currently working, please also fill in *Section 4* detailing any gaps in your employment history.

**MOST RECENT EMPLOYER:** .....

Address: .....

Position held: .....

Description of duties: .....

Any notable achievements: .....

Date(s) employed: .....

Reason for leaving: .....

**PREVIOUS EMPLOYER:** .....

Address: .....

Position held: .....

Brief description of duties: .....

Date(s) employed: .....

Reason for leaving: .....

**PREVIOUS EMPLOYER:** .....

Address: .....

Position held: .....

Brief description of duties: .....

Date(s) employed: .....

Reason for leaving: .....

**SECTION 4 - GAPS IN EMPLOYMENT**

Reasons: .....

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**SECTION 5 - PERSONAL STATEMENT**

We'd love to know a little more about you so please tell us how and why you think you'd meet the job requirements, any interests you have and what you hope to achieve:

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**SECTION 6 - REFERENCES**

We require three previous employers to provide professional references covering your employment history: *(If you are a student, please provide details of a tutor/college)*

**Employer's name:** .....

Company name: .....

Contact number: ..... Email: .....

Position: ..... Work relationship: .....

Are you happy for this person to be contacted **BEFORE** an interview with us: Yes / No

**Employer's name:** .....

Company name: .....

Contact number: ..... Email: .....

Position: ..... Work relationship: .....

Are you happy for this person to be contacted **BEFORE** an interview with us: Yes / No

**Employer's name:** .....

Company name: .....

Contact number: ..... Email: .....

Position: ..... Work relationship: .....

Are you happy for this person to be contacted **BEFORE** an interview with us: Yes / No

**SECTION 7 - DECLARATION**

I hereby certify that all the information I have given on this form is correct and true to the best of my knowledge. I certify to possess all the qualifications I claim to hold and that I have read and understood the job description of the position I am applying for. Any information found to be false will void the application and as a result, any contract may be terminated by the Company at any time:

Signature: .....

Printed name: ..... Date: .....

**Thank you for completing this application.**

Please send it (with an up to date CV if necessary) to:

Operations Manager  
 N&B Training Company Ltd  
 Chancery House  
 Leas Road  
 Guildford  
 Surrey  
 GU1 4QW

or email a scanned copy to **info@nandbtraining.co.uk**

