



## Job Application Form

Please be aware, if you are successful in your application, you will be required to complete a pre-employment background check.

Position Applying for:			
Please tick:	Full time <input type="checkbox"/>		Part time <input type="checkbox"/>
Please tell us how you heard about this vacancy:			

### 1. Personal Details

Title			
First Name			
Last Name			
Address			
Postcode			
Home Telephone No.			
Mobile Telephone No.			
E-mail Address			
National Insurance Number.			

#### Driving Licence

Do you hold a full clean Driving Licence valid in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

## 2. Education / Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College / University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

## Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course / nature of training)

## Current Membership of any Professional Body / Organisation

Please give details:





4. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job details (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Continue on a separate sheet if necessary.

### 5. Right to work

In order to comply with the Immigration, Asylum and Nationality Act 2006 we are required to ask for proof of your right to work in the UK. No appointment can be confirmed until evidence is produced. If you are selected for interview, we will ask you to bring the appropriate documents to the interview.

Are you subject to any conditions relating to your employment in this country?    Yes        No   

If 'yes' please tell us what these are?

### 6. Convictions / Disqualifications

Only relevant convictions and other information will be taken into account so Disclosure need not necessarily be a bar to obtaining this position.

Have you ever been convicted of any criminal offences, which are not yet spent under the Rehabilitations of Offenders Act 1974.

Yes        No   

If Yes, please give details of offences, penalties and dates:

### 7. Credit Checking

Should you commence employment with Cash & Cheque Express you will be required to handle cash, and the company invests a high level of trust and confidence in staff. We therefore require a credit check to be conducted on all new staff. Do you consent to us carrying out a credit check on you?    Yes / No

Have you had any judgements made against you by a civil court (including county court judgements)?

Yes / No

If Yes, please give details:

## 8. References

It is important that you can supply us with the names of 2 referees who can comment on your suitability for the job. One must be your current or most recent line manager. We cannot accept personal references from friends or relatives. If you are leaving full time education or have not worked since doing so, please give us details of the head teacher, college/university tutor or similar. If you are self-employed, please give us details of somebody with whom you have dealings in a professional capacity such as a client, your accountant or bank manager.

Please remember to ask your referees for permission to give their names. It helps to speed up the process if you can give us their email address.

Ideally references should be recent and should not date back longer than 2 years except where your previous job was more than 2 years ago.

### Reference 1

Name of referee and relationship to you:	
Company Name	
Address	
Postcode	
Email	
Telephone	

### Reference 2

Name of referee and relationship to you:	
Company Name	
Address	
Postcode	
Email	
Telephone	

9. Reasonable Adjustments / Arrangements for Interview

If you need us to make any adaptations for your interview to accommodate any disability you may have, please tell us what these should be?

If you are appointed, when could you start? Give period of notice if applicable.

10. Declaration

**Statement to be signed by the applicant**

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

The information that you supply in your application is confidential. It will be used in the recruitment and selection procedure. If you are successful, it will also form the basis for your personal file and may be held on computer and on manual records. Full details can be found in the company Privacy Notice for Employees. If you are not successful, your details will be kept for 6 months and then destroyed.

- I agree that DTW Associates can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Privacy Notice for Job Applicants.
- I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offers of employment may be withdrawn or employment terminated

Signed: \_\_\_\_\_ Date: \_\_\_\_\_