

# Job Application Form

Please use black ink and capital letters when you fill in this form and return it to the address below.

**Failure to complete this application form fully or correctly will render the application void.**

**Post Applied For**

**How did you hear about this vacancy?**

**Name**

**Nationality**

**Present Address**

**Permanent Address (if different)**

**Work telephone number (s)**

**Home telephone (if different)**

**Mobile telephone number**

**Email address**

**Education and Training****Colleges and Universities**

<b>From</b>	<b>To</b>	<b>Name of Establishment</b>	<b>Examination &amp; Subject Studied</b>	<b>Date &amp; Grade Exam/Award</b>

**Schools (since age 11)**

<b>From</b>	<b>To</b>	<b>Name of Establishment</b>	<b>Examination &amp; Subject Studied</b>	<b>Date &amp; Grade Exam/Award</b>

**Other (including Professional/Vocational Qualifications)**

<b>From</b>	<b>To</b>	<b>Name of Establishment</b>	<b>Examination &amp; Subject Studied</b>	<b>Date &amp; Grade Exam/Award</b>

**Additional Qualifications (including training courses undertaken and practical skills including language skills, IT skills, etc. Please indicate level of proficiency)**

<b>From</b>	<b>To</b>	<b>Name of Establishment</b>	<b>Examination &amp; Subject Studied</b>	<b>Date &amp; Grade Exam/Award</b>

**Your employment history in reverse order (Accounting for any time not in employment)**

**Present or most recent employer**

<b>Job title</b>	<b>Name &amp; address of employer</b>	<b>Nature of employer's business</b>
<b>Dates employed</b>	<b>Salary &amp; other benefits</b>	<b>Reason for leaving/ seeking alternative employment</b>
<b>Your main responsibilities</b>		
<b>Your main achievements</b>		

**Previous employment**

<b>Job title</b>	<b>Dates employed</b>
<b>Name &amp; address of employer</b>	
<b>Your main responsibilities &amp; achievements</b>	
<b>Reason for leaving</b>	

**Additional Information**

**Please summarise your career to date (Direction, achievements, limitations, etc)**

**What do you expect the job you are interested in to involve?**

**What skills and experience would you bring to the job? Please state in order of strength**

**Please describe your major social, leisure, sporting activities inc. positions of responsibility held**

**Additional Information (Please delete where appropriate)**

**Do you hold a full clean driving license?**

**Yes/No**

**Have you made any previous applications to ATL?**

**Yes/No**

**Please give full details**

**Have you ever been convicted of a criminal offence?  
(Declaration subject to the Rehabilitation of Offenders Act 1974)**

**Yes/No**

**Do you have any commitments which could have an impact on your  
work obligations?**

**Yes/No**

**Are there any restrictions regarding your employment? E.g. do you  
have or require a work permit?**

**Yes/No**

**Do you have any connection to this company?  
Please give full details**

**Yes/No**

**What serious illness or medical conditions have you suffered in the last five  
years? Please give full details**

**Do you have any disability which may require special arrangements  
being made for you to attend an interview?**

**Yes/No**

**Please state any dates on which you would not be available for interview**

**On what date could you take up employment?**

**Please give below any further information you may wish to bring to our attention**

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## Referees

Please give the names and addresses of two unrelated persons, including wherever possible your present employer or most recent employer. Referees should be able to comment on your ability to perform the job you are applying for. Please advise your referees that they may be both written to and telephoned. References may be taken up prior to any offer of employment unless you have indicated otherwise below.

<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Daytime telephone number</b>	
<b>May we contact now?</b> (Please delete as applicable)	<b>Yes/No</b>

<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Daytime telephone number</b>	
<b>May we contact now?</b> (Please delete as applicable)	<b>Yes/No</b>

### Declaration and signature

To the best of my knowledge, the information given on this form is true and comprehensive. Should I accept employment from ATL, I understand that it will be on the basis that the truthful completion of this form constitutes part of the terms of contract from my employment. I accept that providing deliberately false information could result in my dismissal.

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**Signed**

**Date**

By signing and returning this application form you consent to ATL using and keeping information about you provided by you or third parties such as referees relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of the interview. Such information may include details relating to ethnic monitoring and disability; these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing the form.