



Supporting the hair, beauty and barbering industries

# CONFIDENTIAL APPLICATION FOR EMPLOYMENT

## 1. APPLICATION

Position applied for .....

Date available to take up employment .....

Salary required .....

## 2. PREPARED TO WORK

Full time  Part time

## 3. PERSONAL DETAILS

First name ..... Last name.....

Address .....

..... POSTCODE .....

Telephone numbers Private .....

Mobile .....

Email .....

Do you own a car? YES  NO

Have a current driving licence? YES  NO

Provisional YES  NO

Full YES  NO

## 4. SECONDARY EDUCATION

School name/address ..... Examinations (subject/result etc) .....

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## 5. FURTHER EDUCATION OR APPRENTICESHIPS

College or training provider ..... Qualifications achieved .....

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**6. TRAINING COURSES COMPLETED**

**Training body**

**Course title**

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**7. EMPLOYMENT**

**Current/last employer** .....

**Start date** .....

**End date** .....

**Address** .....

**Postcode** .....

**Job title** .....

**Duties** .....

**Reason for leaving** .....

**Finishing pay £** .....

**Previous most recent employer** .....

**Start date** .....

**End date** .....

**Address** .....

**Postcode** .....

**Job title** .....

**Duties** .....

**Reason for leaving** .....

**Finishing pay £** .....

**Previous employer** .....

**Start date** .....

**End date** .....

**Address** .....

**Postcode** .....

**Job title** .....

**Duties** .....

**Reason for leaving** .....

**Finishing pay £** .....

## 8. GENERAL

### Interests/hobbies (give details of pastimes, sports, etc)

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Do you have any convictions, cautions, reprimands, or final warning that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes  No

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Services website.

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, give details .....

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.....

**If offered this position will you continue to do any other work?** YES  NO

If yes, give details .....

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.....

## 9. PERMISSION TO WORK IN THE UK

**Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?**

Yes  No

**If you are successful in your application would you require permission to work in the UK?** Yes  No

## 10. REFEREES

### 1. Work reference - not members of your own family

**Name** .....

**Address** .....

..... **Postcode** .....

**Organisation** .....

**Occupation** .....

**Telephone number** ..... **Email address** .....

### 2. Work reference - not members of your own family

**Name** .....

**Address** .....

..... **Postcode** .....

**Organisation** .....

**Occupation** .....

**Telephone number** ..... **Email address** .....

**11. ADDITIONAL PERSONAL DETAILS**

**National Insurance number** .....

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**12. RECRUITMENT POLICY**

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, transgender status, marital or civil partnership status, age or disability.

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection, or if employed, dismissal.

**Signature** ..... **Date** .....