**Job Application Form**

**Please complete all sections in block capitals with black ink**

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **Surname:** |  |
| **Other names:** |  |
| **Address (Including post code):** |  |
| **Tel: Home:** |  |
| **Tel: Work:** |  |
| **Tel: Mobile:** |  |
| **Email:** |  |
| **National Insurance Number:** |  |
| Do you require a work permit? □ YES □ NO | |
| Are you subject to immigration control □ YES □ NO | |
| Are you free to take up employment in the UK □ YES □ NO | |
| (For DBS purposes)  Date of Birth: Town of Birth:  Maiden Name and date of marriage(females only):  Any other name you have been known by: Dates from/to: | |
| Any professional registration/membership (State PIN No./Membership No.)? | |
| Do you hold a current drivers licence? □ YES □ NO | |
| Have you any convictions or been cautioned by the police? □ YES □ NO  If YES give details: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education History** | | | | |
| **Dates** | **School/College** | | **Achievements/Awards** | |
|  |  | |  | |
| **Dates** | **Other training** | | **Achievements/Awards** | |
|  |  | |  | |
| **Employment History (most recent first) Continue on a separate sheet if necessary.** | | | | |
| **Dates** | **Post held** | **Organisation/Company name and address** | | |
|  |  |  | | |
| **Referees (One of which MUST be your last/current employer)** | | | | |
| ❶  Name: ……………………………………  Title: ……………………………………  Position: …………………………………  Address: …………………………………  ……………………………………………  ……………..  Tel: ………………………………………  Fax: ………………………………………  E-mail: …………………………………… | | | | ❷  Name: ………………………………………...  Title: …………………………………………  Position: ………………………………………  Address: ………………………………………  …………………………………………………  …………….  Tel: ……………………………………………  Fax: ……………………………………………  E-mail: ………………………………………... |

**Address History for the past 5 years (CRB purposes):**

1. **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period lived at the above address: From month\_\_\_\_\_\_year\_\_\_\_\_\_\_**

1. **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period lived at the above address: From month\_\_\_\_\_\_year\_\_\_\_\_\_\_**

1. **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Period lived at the above address: From month\_\_\_\_\_\_year\_\_\_\_\_\_\_**

1. **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Period lived at the above address: From month\_\_\_\_\_\_year\_\_\_\_\_\_\_**

**Equal Opportunities**

Universal Services Inc. Ltd (USILUK) is an equal opportunities employer and will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnicity, gender, sexuality or disability.

To ensure that the Company’s Equal opportunities Policy is being implemented and to comply with legislation please answer the following questions:

Are you an EEC (European Economic Community) national? □ YES □ NO

(If no and your application is successful, you will need to confirm visa clearance on your passport, or, we will need to consider applying for a Work Permit from the Department of Employment before you can commence employment with the Company)

Gender? □ Male □ Female

How would you describe your ethnic origin?

|  |  |  |  |
| --- | --- | --- | --- |
| African, Black Caribbean | Asian | European/Mediterranean | UK |
| □ African  □ Caribbean  □ West Indian | □ Bangladeshi  □ Chinese  □ Indian  □ Pakistani | Please specify…  ……………………………….  ………………………………. | □ UK White  □ UK Asian  □ UK Black |
| Other | | | |

**Disability Discrimination Act 1985**

Universal Services (USILUK) Ltd aims to recruit and provide equal opportunities for disabled people who meet the requirements of the job. Do you consider yourself to have a disability?

□ YES □ NO

|  |
| --- |
| **Declaration**  I hereby declare that the information provided on this form is correct to the best of my knowledge. I understand that any false information may disqualify me from being appointed.  Signature ………………………………………….. Date ……………… |