

Application for Employment

Ashdown Hurrey welcomes applications from all, irrespective of disability, gender, sexual orientation, marital status, family responsibility, age, race, colour, ethnic origin, nationality (subject to issue of work permit where required), trade union membership and activity, political or religious beliefs.

Please note - additional sheets may be attached/inserted wherever necessary.

Title of post applied for

1 Personal Details	
Surname Professional surname (if different from above) Forename(s) Preferred title (Mr/Mrs/Miss/Ms) Address Postcode	Contact: Home Work Mobile..... Email Please indicate any times that you may be unavailable for interview. Where possible we will try to accommodate your requirements but this cannot be guaranteed:

2 Education			
Name and Address of School/College/University attended	Full/Part- Time	From	To

3 Qualifications Gained

Any offer of employment will be conditional on providing original proof of relevant qualifications.

Qualification Gained	Subject	Grade	Date Achieved

4 Membership of professional bodies (if applicable)

Professional Body	Date	Class of Membership

5 Training

Year	Length of Course	Name of Organisation	Subject	Award Gained

6 Other (e.g. computer skills (please indicate software used), additional languages)

7 Employment

Present position or activity.....

Please give a brief description of duties

.....

Present employer's name & address

.....

Date started.....

Full or part-time

Current salary £.....

Additions to salary £

In what form?

Reason for seeking other employment

.....

Please state when you would be available to
 take up employment if offered

8 Previous employment and/or other activities during the last ten years (please start with the most recent)

Dates (Month/ Year)	Name & location of employer	Position & duties	Reason for leaving
From To			

9 In support of your application

In support of your application please give details along with examples, which demonstrate your knowledge, skills and attributes relevant to the position applied for and explain how and where these were gained whether at or outside of work.

10 References

Please nominate two referees who may be contacted regarding your knowledge, skills, attributes and suitability for this position, including your current/most recent line manager plus another work related referee.

Name

Name

Position

Position

Organisation

Organisation

Address

Address

.....

.....

.....

.....

Telephone

Telephone

Email.....

Email.....

Capacity in which known

Capacity in which known

Did they know you by any other name? If yes, please state here or contact Personnel direct if preferred

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.....

.....

May we contact prior to interview?

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YES/NO

YES/NO

Referees will automatically be approached when a job offer has been made and accepted. The company may approach referees before this stage.

11 Work permit

Do you require a work permit? **Yes/No**

12 Declaration

I declare that all the information on this application form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct. I understand that any false statement may give cause for dismissal should I be employed. I consent to Ashdown Hurrey processing the information given on this form, including 'sensitive' information, as may be necessary during the recruitment and selection process. I understand that if my application is unsuccessful this application may be held on file for a maximum of 9 months and, where appropriate, my details may be passed on to other line managers. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below. Should you not want us to hold and pass on your details within Ashdown Hurrey please tick the box

Ashdown Hurrey reserves the right on application or at any time during your employment to require you to complete a Basic Disclosure form.

Please return your completed form by email to:

kathrync@ashdownhurrey.co.uk

Or by post to:

Kathryn Carter
Ashdown Hurrey
20 Havelock Road
Hastings
East Sussex
TN34 1BP

Telephone: 01424 720222