

Application for Employment

Thank you for applying for a position at Parlane Living. Your details will be kept in the strictest confidence. In order to process your application, please complete all sections using black ink and **BLOCK CAPITALS**.

Position applied for;	
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Where did you hear about the vacancy? (Please tick the appropriate box and list underneath the name of the website, agency, social media or other method)

Parlane Website <input type="checkbox"/>	Recruitment Website <input type="checkbox"/>	Other <input type="checkbox"/>
Recruitment Agency <input type="checkbox"/>	Social Media <input type="checkbox"/>	Friend/Family <input type="checkbox"/>

Personal Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Surname	
Other Names	
Full Address including Postcode	
Home Telephone Number ☎	
Mobile Number ☎	
Email Address	

Education & Training

(Please start with the most recent and work backwards)

University, College, School or other place	Course studied and qualification achieved

Employment History

(Please detail your current and previous job history, giving any explanation for any gaps in employment. Please start with the most recent and work back)

Name and Address of Employer	Position held & Main Responsibilities	Reason for Leaving

Your Skills and Experience

In support of your application, please detail any relevant skills, qualifications and personal qualities which you believe are relevant to the position you are applying for at Parlane Living. (Please continue on a separate sheet of paper if necessary)

Additional Questions

Expected Salary/Rate of Pay	
National Insurance Number	
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please provide details;	
Do you have a full clean driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	

References

(References will only be requested upon an offer of employment. Please provide 2 references, one must be your current/last employer, the other should be a previous employer.)

Name, address, telephone number and email address of current/last employer;	Name, address, telephone number and email address of a previous employer;
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Emergency Contact

(Please give details of who should be contacted in an emergency)

Name	
Address	
Relationship	
Mobile/Other Telephone Numbers	

Declaration

I declare that the information provided in this application is accurate and true. I understand that providing false or misleading information or failure to disclose any other relevant information will disqualify me from appointment or, if appointed, may result in my dismissal.

I understand that any appointment or offer of appointment is conditional on the receipt of satisfactory references.

I agree to Parlane Living collecting, processing and retaining my personal data as detailed in the Job Applicant Privacy Notice, which I have been provided a copy of. I understand I am giving consent to Parlane to retain my data for six months following the end of the relevant recruitment process, after which time it will be destroyed.

<p>Signature</p> <p>Date</p>
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Please ensure that you complete this application form and bring this along to your interview.