

# Application for Employment

PLEASE COMPLETE EACH SECTION OF THIS FORM. IF YOU REQUIRE MORE SPACE, USE BACK OF THIS FORM.

Vacancy Applied For		Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>
Title: Mrs, Miss, Ms, Mr	Forenames:		
Surname:		Address:	
			Postcode:
Home Tel:	Mobile No.	Email:	
Do you have the Right to Work in the UK? <b>YES</b> <b>NO</b>  Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.		National Insurance Number:	

## EDUCATION/QUALIFICATIONS

Please start with secondary education.

Dates of Attendance		Secondary School/College/University etc.	Course/Subject	Result/Grade
From	To			

## TRAINING COURSES

Please give details of other qualifications or training which may be relevant to the post applied for.

Title/Subject	Dates of Attendance		Organising Body
	From	To	

**PROFESSIONAL MEMBERSHIP**

Please indicate membership of any organisation(s) relevant to the post applied for.

Title/Subject	From	To	Organising Body

**CURRENT / PREVIOUS EMPLOYMENT DETAILS**

state most recent employment first

Dates		Job Title	Name & Address of Employer	Salary	Reason for Leaving
From	To				

Please outline your main duties including who you were responsible to and your reason for leaving:

**PAST EMPLOYMENT DETAILS**  
 Include voluntary or other relevant experience

Dates		Job Title	Name & Address of Employer	Salary	Reason for Leaving
From	To				

**REFERENCES**

Please give the names and addresses of two referees (not relatives); one reference must be your most recent employer. References will only be requested on appointment.

Referee 1	Referee 2
Name:	Name:
Address:	Address:
Daytime telephone number:	Daytime telephone number:

Data Protection Act 1998 - Consent and Certification of Details

The information detailed in this application form may be used by Downland Marketing Limited in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

**I, (print name):**

Consent to Downland Marketing recording and processing the information detailed in this application form. I understand that this information may be used by Downland Marketing Limited in pursuance of its business purposes and my consent is conditional upon Downland Marketing Limited complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

**Signature:**

**Date:**

Application forms not fully completed may be refused.

Please return the completed form marked Private and Confidential to:

Stuart Stamper  
Downland Marketing Limited  
Warwick Mill Business Centre  
Warwick Bridge  
Carlisle  
Cumbria  
CA4 8RR

Alternatively you may email it to: [operations@downland.co.uk](mailto:operations@downland.co.uk)