



**APPLICATION FORM: POSITION:- MAIL SORTER  
CONFIDENTIAL**

PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE

**PERSONAL DETAILS**

Forename(s):..... Surname:.....

Address:.....

.....

..... Postcode:.....

Daytime phone No:..... Mobile:.....

Do you have a driving licence? Yes/No. Do you have any Current Endorsements? Yes/No

Have you ever been disqualified from holding a licence? Yes/No.

Do you have reliable transport? Yes/No

If you have a driving licence is it: Provisional/Full/HGV

How did you learn of this vacancy? .....

**DESCRIBING YOU**

Please tell us what skills and personal qualities you have to enable you to work successfully for us.

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**INTERESTS, HOBBIES AND SPORTS**

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

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**EDUCATION DETAILS**

Please give details of all secondary education including examinations taken (with results)

School/College	Courses/Exams	Qualifications Obtained
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.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

State any other achievements during education.

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*Please be prepared to provide certificates of pass, etc.,*

**FURTHER EDUCATION DETAILS**

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.,)

University/FE College	Courses/Exams	Qualifications Obtained
.....	.....	.....
.....	.....	.....
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**PUBLIC OR VOLUNTARY COMMITMENTS**

Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed.

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**EMPLOYMENT DETAILS**

Please give details of your previous employment covering the time since you left full-time education or the last ten years (whichever is shorter), starting with the most recent employment and working backwards.

**CURRENT/LAST EMPLOYER**

Name: .....

Address: .....

..... Postcode:.....

..... Telephone: .....

*Please note that we will not contact your present employer for a reference prior to your leaving date without your permission. However, any job offer made will be subject to receipt of satisfactory references. **It is our policy to contact ALL named referees.***

May we contact your current employer for a reference before you leave? Yes/No

Dates employed: From:..... To: .....

Position(s) held: ..... Salary: .....

Outline of duties: .....

Reason for leaving: .....

Notice Period: .....

Does your current contract of employment contain any restrictive covenants that prevent you from competing with your current employer or soliciting its customers? Yes/No

**If YES** please supply a copy of your contract of employment.

**PREVIOUS EMPLOYER (1)**

Name: .....

Address: .....

..... Postcode: .....

Contact for reference: ..... Telephone: .....

May we contact for a reference? Yes/No

Dates employed: From:..... To: .....

Position(s) held: ..... Salary: .....

Outline of duties: .....

Reason for leaving: .....

**PREVIOUS EMPLOYER (2)**

Name: .....

Address: .....

..... Postcode: .....

Contact for reference: ..... Telephone: .....

May we contact for a reference? Yes/No

Dates employed: From:..... To: .....

Position(s) held: ..... Salary: .....

Outline of duties: .....

Reason for leaving: .....

Please continue on the back of this application form if necessary.

**RIGHT TO WORK IN UK**

Are you legally entitled to work in the UK? Yes/No

*We will require evidence of this prior to commencing employment.*

**CRIMINAL RECORD**

Have you ever been convicted of a criminal offence? Yes/No

**If Yes**, please give details.

Do not mention convictions defined as spent under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended.

**You are advised that if you are offered a position, a criminal record disclosure will be requested from the Criminal Records Bureau.**

**DATA PROTECTION**

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purposes of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary. after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed: ..... Date: .....

**UNDERTAKING**

**Please read and sign the following undertaking:** I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form, my future employment could be jeopardised or terminated.

Signed: ..... Date: .....

**Note:**

We are an equal opportunities employer and will not tolerate discrimination in any form. Our Equal Opportunities policy forms part of the terms and conditions of all employees. Appointments and promotions are made on grounds of ability and suitability only.

**FOR OFFICE USE ONLY:**

Application No: ..... Initials of person reviewing: .....

Invite to interview/offer job?                      Yes/No

**If no** state reasons:.....  
.....  
.....

Time/Date for Interview.....

Interviewed by: .....

Outcome .....

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