

# Application for Employment

Please complete in your own handwriting, once completed please drop your application in or post back to Sue Chapman, Priory Farm, Sandy Lane, Nutfield, Surrey, RH1 4EJ

Position Applied for .....

Job Reference .....

Have you applied for any vacancy or worked for Priory Farm before? **YES/NO**

If yes, please give details of when and what position .....

**Personal Details**, please complete in Block Capitals

Full Name	
Address:	
Post Code:	Time at address:
Telephone	Mobile
Email address	
Previous address in the last two years, if applicable:	
Have you been found guilty of any offence (including conditional discharges) in a court of law (including a Youth Court or Court Martial) or received any caution, reprimand or warning ( <i>If any conviction is spent then you can answer <b>NO</b></i> ) If yes please give full details	<b>YES / NO</b>
We have a legal obligation to ascertain whether you have the right to be employed and work in the UK, Are you aware of any restriction on you working in the UK?	<b>YES / NO</b>
Please provide below any specific dates on which you will require time off from work during the next 12 months, for example holidays already booked.	
Available to work:	
Days:	MON      TUES      WED      THURS      FRI      SAT      SUN
Total days per week .....	Total hours per day.....
<i>Please note most roles at the Farm require some weekend work as we are operating 7 days a week</i>	

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**Education / Training up to the age of 18**

Please give details of qualifications / training up to age 18 (A2 Level or equivalent)

School & Dates Attended	Qualifications Achieved

**Further Education / Training**

Please give details of further education or training to date

College & Dates Attended	Qualifications Achieved
Membership of any Technical or Professional Associations	
Languages Spoken	

## Employment History

Current / Most Recent Employer Name:  Address:		Nature of Business  Contact Number	
Start & End Date Month & Year	Position / Responsible To	Salary	Reason for Leaving
Key Responsibilities:			

## Past Employment (including reasons for any break in employment)

Start & End Date Month & Year	Employers Name & Nature of Business	Post Held & Final Salary	Outline duties & Reason for leaving

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**Full Name & Postal Address & contact number of two referees (not relatives) – including your most recent employer. We will only contact your referees if you accept a position with us.**

1.
2.

Please give date when you would be available to commence employment
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Please complete sheet 5 if you would like to tell us anything more about yourself. You may attach a CV if you wish.

**Declaration:**

I warrant the information given within this application form is accurate and refers to all relevant personal and employment details of which a prudent employer would wish to be aware in considering a job offer.

ANY OFFER OF EMPLOYMENT WILL BE SUBJECT TO SATISFACTORY REFERENCES  
ANY OTHER CHECKS DETAILED IN THE OFFER LETTER

Signature	Date

<b>FOR OFFICE USE ONLY – INTERVIEW RECORD</b>	
Interviewed By	Date
Details	
ID Provided:	Copy Taken:
Visa Type	Expiry Date:

Decision:	Accept / Reject
Date Reference Taken:	
Reference 1:	OK / NOT OK
Reference 2:	OK / NOT OK
Start Date if applicable:	

OTHER INFORMATION

Please give any other information you feel is relevant to your application: experience and skills gained, outside activities and why you think you are suitable for this job. Continue on a separate sheet if necessary. You may attach your CV.