



Stuart House, St John's St, East Wing
(+44) 7508 655533
info@saheducation.co.uk
www.saheducation.co.uk

Application for Employment

During a hiring process, using a standard application form will help to avoid needless delays by guaranteeing that all required information is obtained from each applicant at the outset.

The employee can fill out the form with information about their education, work history, title, responsibilities, and reason for leaving, among other facts.

The form also requests information about two referees and an affirmation of whether the employee agrees to the referees being contacted prior to the interview.

Return this form to:	
Reference Number: Position Applied for:	
Personal Details	
Name	Title:
	Name Forename(s):
	Surname:
Contact Information	Address:
	Post Code:
	Email:
	Tel No. (Home):
	Tel No. (Mobile)
	N.I Number:



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Driving Licence

	Yes:
	No:
	Groups:
	Expiry Date:
Details of Endorsement:	

Are there any restrictions on you taking up Employment in the UK?

	Yes:
	No:
If Yes, Please Provide Details:	

Educations

Schools/College/University Name	Qualification Gained



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Employment History: (if needed, use a separate document and fill out completely)

Last/Current Employment	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:
	Notice Period:
Previous Employment #2	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
Reason for Leaving:	



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Previous Employment #3	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:

Current Membership of Professional bodies (i.e. CIPD, NMC)

Please include any professional associations you have registered with or are a member of:

--

Other Employment

Please include any other employment that you would continue with if you were to be successful in obtaining the position:

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References (please note here two persons from whom we may obtain both character and work references)

Reference #1	Title:
	Forename(s):
	Surname:
	Address:
	Post Code:
	Contact No.
	May we approach the above prior to interview? Yes No
Reference #2	Title:
	Forename(s):
	Surname:
	Address:
	Post Code:
	Contact No.
	May we approach the above prior to interview? Yes No

Criminal Record

Any convictions for felonies that are not "spent" under the Rehabilitation of Offenders Act of 1974 should be noted. Please specify if there are none. A acceptable Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland may be required in some situations before an applicant is hired.



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Data Protection

1. We are conscious of our responsibilities under data privacy laws, such as the need to gather only the information necessary for our intended use. The data gathered in this application form is unique to our hiring process and required to fill the position for which you have applied. The information you supply will be used for your employment with us, along with additional information we gather for those purposes upon recruiting, if you are hired for the post you applied for or any other role we offer you.
2. Your personal information will be handled with the highest confidentiality and honesty. Our approach to making sure that your data is treated in accordance with the data protection principles outlined in the most recent data protection laws is outlined in our data protection policy.
3. We will keep information about you during the recruitment process and use it for the purposes stated in our privacy notice for job applicants, among other things. Delete as necessary. You can check the privacy notice at (www.saheducationconsultant.com) or find a copy attached to this application form.

Declaration (please read this carefully before signing this application)

1. I certify that the information above is truthful and accurate, and that my employer has the right to reject any offered employment contract if it contains any false or misleading information.
2. I am aware that if the company needs further information about my medications, they will let me know and ask for my consent before contacting my doctor in order to get a medical report. I am also aware that the organisation maintains the right to demand that I go through a medical evaluation. Furthermore, I acknowledge that information will be handled in compliance with data protection laws and consent to having this information kept in my personnel file for the duration of my job and up to six years following.
3. I guarantee that, in the event that my application is accepted, I will submit an application for a Disclosure & Barring Certificate to Disclosure Scotland or the Disclosure & Barring Service, as necessary. I acknowledge that in the event that I am unable to comply with the company's requirements, or if the disclosure is not satisfactory to them, they may withdraw their employment offer or terminate my employment.

Signed:

Date: