

# Application form for external applicants

## Personal information (confidential)

<b>Application for employment</b>				
Return this form to: Alex Wyatt    info@boccaitalian.co.uk				
Position applied for:				
<b>Personal Details</b>				
Title:				
Name:				
Address:				
Email:				
Telephone (Landline):				
Telephone (Mobile):				
Mobile:				
National Insurance No:				
Do you hold a current driving licence?		Yes		No
Groups:				
Expiry date:				
Details of endorsements (if none, please insert "N/A")				
Do you have a current right to work in the UK?		Yes		No
If no, please provide details.				
<b>Education</b>				
Please provide your education history here:				

Schools/Colleges/University	Qualification Gained
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Employment History**

Name and Address of Employer	Job title and main duties	Date of departure and reason for leaving
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

_____
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**References**

Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references

1. _____	2. _____
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Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:

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Please include below any additional information (experience, skills, knowledge and personal attributes) relevant to the job description that demonstrates your suitability for this post.

### **Personal development**

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

### **Criminal Record**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.

### **Data protection statement**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of *[insert lawful basis]* to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be

subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is *[delete as appropriate – attached to this form/located at [insert details]]*.

**Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

**Signed:**

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.