

APPLICATION FOR EMPLOYMENT

(This form is to be fully completed in the applicants own handwriting)

Position applied for:	
Which DGS Branch is the position in?	
Where did you hear of the vacancy?	

PERSONAL DETAILS	
Full Name:	
Current Address:	Home Phone Number:
	Mobile Phone Number:
Postcode:	Email Address:

FULL EMPLOYMENT HISTORY				
Employers Name & Location	Employed From / To	Job Title / Main Duties	Salary on Leaving	Reason for Leaving

EDUCATION / TRAINING	
Date	Qualification / Training

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ADDITIONAL INFORMATION

Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.

GENERAL INFORMATION (*Delete as applicable)

Have you worked for DGS before in any capacity?	YES / NO*
If YES, please provide dates of employment and reason for leaving:	
Do you know anybody who currently works for DGS?	YES / NO*
If YES, please state name and the relationship to you:	
When would you be able to start / what notice period do you have to serve your current employer?	
Are you legally eligible for employment in this country?	YES / NO*
Do you require a work permit for this country?	YES / NO*
Please give details of any special arrangements or adjustments you would require to attend an interview:	
Do you hold a current UK driving licence?	YES / NO*
If YES, do you have any current endorsements and what are they for?	
Do you do any other work paid or unpaid not previously declared?	YES / NO*
If YES, please give details:	
Are you able to fulfil the requirements of the role as described in the advert?	YES / NO*
What is your current salary and/or your salary expectation?	

REFERENCES

Please provide the name of two people that can be contacted on your behalf to gain a work reference. Your referees will not be contacted until a firm offer of employment is made and accepted by you.

Contact Name		Contact Name	
Company Name		Company Name	
Job Title		Job Title	
How they are known to you?		How they are known to you?	
Company Address inc. Postcode		Company Address inc. Postcode	
Company Tel. Number		Company Tel. Number	

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

IMPORTANT

Please read carefully before signing this form. An offer of employment made by this Company is conditional upon:

1. You providing satisfactory documentary evidence of your legal right to work in the UK.
2. The facts given by you on this application being accurate and truthful.
3. The company obtaining satisfactory references, including satisfactory discharge papers if ex-force.

Declaration

By signing this form, you authorise the Company to disclose to its insurers any of the information you have provided.

I declare that the information I have given on this form is to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signature:	Date:
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FOR OFFICE USE ONLY

Application form evaluated by:

Date:

Comments: