



APPLICATION FOR EMPLOYMENT
Please complete in full in your own handwriting

CONFIDENTIAL

For Office Use only

1st Interview
Time

Date

2nd Interview
Time

Date

Position applied for:

Salary expected:.....

How did you hear of this vacancy?

Return this form to: **Oldroyd Publishing Group Ltd.**, 15 Olympic Court, Boardmans Way, Whitehills Business Park, Blackpool, Lancashire FY4 5GU

PERSONAL

Mr / Ms / Mrs / Miss	Surname	First Name (s)
Address		Name and Address of Next of Kin
Home Tel No		Daytime Tel No
Mobile Tel No		
Business Tel No		
Tick box if you do not want to be contacted at work ☐		Relationship
Email Address		National Insurance No

Do you have the right to work in the UK? YES ☐ NO ☐

Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview
e.g. passport, birth certificate or immigration status documentation

Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Legislation)?

YES ☐ NO ☐ If Yes, please give further information:

EDUCATION

Schools attended	Dates from/to	Qualifications attained (including grades)
Colleges/Universities attended	Dates from/to	Subjects taken and qualifications attained

Other Training/Membership of Professional Bodies (include dates where appropriate)

EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years
(continue on a separate sheet if necessary)

CURRENT EMPLOYER

Name and address of employer

.....

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

PREVIOUS EMPLOYERS

Name and address of employer

.....

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

Name and address of employer

.....

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

Name and address of employer

.....

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

EMPLOYMENT HISTORY (continued)

Name and address of employer

.....

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

Name and address of employer

.....

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

REFERENCES

Please give the names and address of two referees who are not related to you, that we can approach for a confidential employment reference. (One of these should be your present/most recent employer).

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made) ☐

Name

Name

Position.....

Position.....

Company name

Company name

Address

Address

.....

.....

.....

.....

Tel No

Tel No

If you have not been in paid employment, please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

EXPERIENCE / RELEVANT SKILLS / FURTHER INFORMATION

Please give details of any experience, skills or achievements which you feel may be relevant in your application for employment.
(Continue on separate sheet if necessary)

Have you a current driving licence? YES ☐ NO ☐

If YES give details eg Car, HGV, PSV, etc including any endorsements

Please give dates of any holidays arranged:

Do you have any commitments which might limit your working hours? YES ☐ NO ☐

If Yes, please give details:

How much notice are you required to give to leave your present employment?

Have you worked for us before? YES ☐ NO ☐

If Yes, give details of reason for leaving:

Please list your interests, sports, hobbies etc...

DECLARATION

(Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give Oldroyd Publishing Group Ltd the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.
2. I confirm that I have received the Job Applicant Privacy Notice.
3. I understand Oldroyd Publishing Group Limited will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the period set out in the employee privacy notice.
4. I authorise Oldroyd Publishing Group Ltd to obtain references to support this application and release the organisation and referees from any liability caused by giving and receiving information.

Signed _____ Dated _____