[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Job Application Form

Candidate application for a vacant role: personal details, education, work history, skills, references and a right to work declaration.

Role applied for Role: _____ **Job reference:** _____

Closing date: _____ **Where did you see this vacancy:** _____

Earliest date you could start: _____ **Preferred contact method (tick one):**

[ ] Phone

[ ] Email

[ ] Either

Personal details Full name: _____ **Home address:** _____

Town or city: _____ **Postcode:** _____

Phone: _____ **Email:** _____

Education and qualifications

Qualification	Institution	Year completed	Result or grade
[Qualification]	[Institution]	[Year]	[Grade or result]
[Qualification]	[Institution]	[Year]	[Grade or result]
[Qualification]	[Institution]	[Year]	[Grade or result]

Work history List your most recent roles first.

Employer	Role	From	To	Main duties
[Employer]	[Role]	[Start date]	[End date]	[Main duties]
[Employer]	[Role]	[Start date]	[End date]	[Main duties]
[Employer]	[Role]	[Start date]	[End date]	[Main duties]

Skills

Skill	Level	Notes
[Skill]	[Level]	[Notes]
[Skill]	[Level]	[Notes]
[Skill]	[Level]	[Notes]
[Skill]	[Level]	[Notes]

Other skills or languages: _____

References Give two people who can comment on your work, such as a previous manager. We will only contact them as described below. Referee 1

Name: _____ **Relationship to you:** _____

Organisation: _____ **Phone:** _____

Email: _____

May we contact this referee before interview? [ ] Yes **[ ]** No

Referee 2

Name: _____ **Relationship to you:** _____

Organisation: _____ **Phone:** _____

Email: _____

May we contact this referee before interview? [ ] Yes **[ ]** No

Right to work declaration I confirm that I am legally entitled to work in [Country] **and that I will provide evidence of this if asked.**

[Company name]

[ ] I confirm

Do you need a work permit or visa sponsorship to work in [Country]**? [ ]** Yes **[ ]** No

Declaration and signature I confirm that the information given in this application is true and complete to the best of my knowledge. I understand that giving false information may lead to my application being withdrawn or an offer being withdrawn.

Signature: _____ **Date:** _____