Thank you for your interest in joining the team at Actons - we look forward to receiving your application.

The information you supply on this form will be treated as strictly confidential and will be used only for the purpose of HR administration.

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| **Personal Details** | | | |
| **Title:** Click or tap here to enter text. **First name(s):** Click or tap here to enter text. **Surname:** Click or tap here to enter text. | | | |
| **Home Address:** Click or tap here to enter text.  **Postcode:** Click or tap here to enter text. **Phone:** Click or tap here to enter text.  **Email Address:** Click or tap here to enter text. | | **National Insurance Number**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | |
| **Education, Qualifications & Training** | | | |
| Beginning with the most recent events, give details of your education, qualifications and training to date. Include under “Details” the places you attended. | | | |
| **Details** | **Dates From/To** | | **Qualifications Gained** |
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| **Employment** |
| **Position applied for:** Click or tap here to enter text.  **Annual salary expected:** £Click or tap here to enter text.  **Notice period at current employer:** Click or tap here to enter text.  **When would you be able to start work?** Click or tap to enter a date. |
| **If offered a position, will you continue work in any other capacity?**  Yes  No  **Have you previously been employed at Actons?**  Yes  No  **If yes, please give details:**  Click or tap here to enter text. |
| **Have you previously been interviewed for a position at Actons?** Yes  No  **If yes, please specify when and for what position:**  Click or tap here to enter text. |
| **Do you know anyone employed by Actons?** Yes  No  **If yes, please provide details:**  Click or tap here to enter text.  **Where did you hear about the vacancy?**  Click or tap here to enter text. |

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| **Employment History**  Please list below any present and past employment, beginning with your most recent position. If none, please state so.   |  |  |  |  | | --- | --- | --- | --- | | **Name & Address of Employer:**  Click or tap here to enter text. | **Job Title:** Click or tap here to enter text. | **From:** Click or tap to enter a date. | **To:** Click or tap to enter a date. | | **Name of Manager:** Click or tap here to enter text. | **Starting Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | **Leaving Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | | **Phone:** Click or tap here to enter text. | **Describe the work you did:** Click or tap here to enter text. | | | | **Type of Business:** Click or tap here to enter text. | **Reason for leaving:** Click or tap here to enter text. | | |  |  |  |  |  | | --- | --- | --- | --- | | **Name & Address of Employer:**  Click or tap here to enter text. | **Job Title:** Click or tap here to enter text. | **From:** Click or tap to enter a date. | **To:** Click or tap to enter a date. | | **Name of Manager:** Click or tap here to enter text. | **Starting Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | **Leaving Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | | **Phone:** Click or tap here to enter text. | **Describe the work you did:** Click or tap here to enter text. | | | | **Type of Business:** Click or tap here to enter text. | **Reason for leaving:** Click or tap here to enter text. | | |  |  |  |  |  | | --- | --- | --- | --- | | **Name & Address of Employer:**  Click or tap here to enter text. | **Job Title:** Click or tap here to enter text. | **From:** Click or tap to enter a date. | **To:** Click or tap to enter a date. | | **Name of Manager:** Click or tap here to enter text. | **Starting Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | **Leaving Salary:**  **£** Click or tap here to enter text. **per** Click or tap here to enter text. | | **Phone:** Click or tap here to enter text. | **Describe the work you did:** Click or tap here to enter text. | | | | **Type of Business:** Click or tap here to enter text. | **Reason for leaving:** Click or tap here to enter text. | | | |

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| **Experience** | |
| Please explain how your experience in previous role or in activities outside of work, demonstrate you are the best candidate for this role. | |
| Click or tap here to enter text. | |
| Please describe any other work you have been involved in e.g. Voluntary, Freelance, project work etc. | |
| **Dates/Duration** | **Description** |
| **From:** Click or tap to enter a date.  **To:** Click or tap to enter a date. | Click or tap here to enter text. |
| **From:** Click or tap to enter a date.  **To:** Click or tap to enter a date. | Click or tap here to enter text. |
| **Interests** | |
| Give details of your interests, hobbies etc. | |
| Click or tap here to enter text. | |

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| **Equality Act 2010**  We welcome applications from people with disabilities.  Do you suffer from any illness, condition or injury which you consider may affect your ability to perform the duties of your job or may require special arrangements or adjustments to be made in order for you to attend for interview?  Yes  No  If yes, please give the nature of the illness, condition or injury and state what special arrangements or adjustments may be required in order for you to attend for interview or perform the duties of the job.  Click or tap here to enter text.  **Additional Information** |
| Give any further information, which you think may assist us in considering your application. Please use additional sheets if necessary. |
| Click or tap here to enter text. |
| **Criminal Convictions** |
| Have you ever been convicted of a criminal offence, other than a “spent” conviction under the Rehabilitation of Offenders Act 1974?  Yes  No  If yes, please give details below: |
| Click or tap here to enter text. |
| **References**  Please provide the names and contact details of two referees (not relatives), preferably previous employers. We may approach these referees at a later date after you have given permission for us to do so.   |  |  | | --- | --- | | **Name:** Click or tap here to enter text. | **Name:** Click or tap here to enter text. | | **Occupation:** Click or tap here to enter text. | **Occupation:** Click or tap here to enter text. | | **Address:**  Click or tap here to enter text. | **Address:**  Click or tap here to enter text. | |  |  | |  |  | | **Postcode:** Click or tap here to enter text. | **Postcode:** Click or tap here to enter text. | | **Phone:** Click or tap here to enter text. | **Phone:** Click or tap here to enter text. | | **Email:** Click or tap here to enter text. | **Email:** Click or tap here to enter text. |   **Terms of Submission** | |
| By submitting this application in this form, I confirm that to the best of my knowledge and belief, the information given is correct and complete and that any incorrect information or misleading information or any omission made with the intention of misleading the firm could lead to the withdrawal of any offer of employment or my dismissal.   |  |  | | --- | --- | | **Signed:**  Click or tap here to enter text. | **Date:**  Click or tap to enter a date. |   The information given on this form will be used for recruitment and selection purposes only. If Actons employs you all information will be transferred to our personnel records. By submitting this information you consent to Actons processing your information and to it being held in accordance with the Data Protection Act 1998.  If you are unsuccessful in this application and do not wish us to retain your form on file to be considered for future vacancies, please tick this box. | |