

**NOTE:** If you are attaching a CV please only complete sections not covered by your CV.

PERSONAL DETAILS	
Surname	Forename(s)
Address	<u>Contact details</u> Telephone
Post code	Mobile Phone
	Email Address

EMPLOYMENT DETAILS		
Position applied for:	Office Location:  Newton Abbot / Paignton <small>Delete as applicable</small>	
Are you currently employed?  Yes <input type="checkbox"/> No <input type="checkbox"/> <small>Tick as appropriate</small>	If Yes what is your contracted notice period?	What date would you be available to start work on?

WORK HISTORY 1 – Please start with your most recent appointment	
Name & Address of Employer	
Start Date Leaving Date	Rate of Pay
Job Title	Reason for leaving
Details of responsibilities & experience	

**WORK HISTORY 2**

Name &amp; Address of Employer

Start Date  
Leaving Date

Rate of Pay

Job Title

Reason for leaving

Details of responsibilities &amp; experience

**WORK HISTORY 3**

Name &amp; Address of Employer

Start Date  
Leaving Date

Rate of Pay

Job Title

Reason for leaving

Details of responsibilities &amp; experience

**PLEASE STATE THE REASONS FOR ANY GAPS IN YOUR EMPLOYMENT**

For additional employments please print further pages or use back of the form.

## EDUCATION

School/College/University	Qualification	Subject	Result

## REFERENCES

Please give the names and addresses of two people to whom we can apply for a reference. At least one, preferably both of these should be an employer.

Name Position Address If as above please tick <input type="checkbox"/>	Name Position Address If as above please tick <input type="checkbox"/>
If you do not want us to contact them until a position is offered please tick: <input type="checkbox"/>	If you do not want us to contact them until a position is offered please tick: <input type="checkbox"/>

## DRIVING LICENCE

Candidates may be required to visit clients

Do you hold a current valid driving license (with no ban in force)?

Yes

No

## OTHER SKILLS/EXPERIENCE

Please state any skills you have or courses you have attended relevant to the position you have applied for:

## COMPUTER/IT SKILLS

Please list all computer software packages relevant to this application you are able to use, and to what capability level you consider yourself to be at for each package

Software Package Name	What does this software do	Considered Capability Level: Starter / Intermediate / Advanced
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## OTHER JOBS

Do you work for any other party, organisation, business or charitable organisation in a paid or voluntary capacity?

Yes

No

If yes, please provide details including which days you work and how many hours:

## HOBBIES & INTERESTS

Please provide details of your leisure interest & hobbies

## FUTURE ASPIRATIONS

Please provide details of your future career aspirations

## CRIMINAL RECORD

Do you have any criminal convictions except those 'spent' under the Rehabilitations of Offenders Act?  
If 'Yes' please provide full details below

Yes

None

## RIGHT TO WORK IN THE UK (ASYLUM AND IMMIGRATION ACT 1996)

Are you legally eligible for employment in the UK in accordance with the Asylum and Immigration Act 1996?  
(See notes below for further information) Yes  No

To comply with the Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the UK. If you are invited to attend an interview you must bring with you the original (we can make a photocopy) of items of evidence of your eligibility. The list below may be of help in providing such documents (A full list can be found at the government website [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk))

**LIST 1** – Any ONE of these:-

- A UK or European Economic Area Passport.
- A European Economic Area national identity card.
- A UK residence permit issued to a national from EEA country of Switzerland.
- A UK endorsed travel document.

**OR LIST 2**

A document with evidence of a National Insurance Number (P45, P60 or NI Card), plus one of the following:

- A full birth certificate.
- A certificate of naturalisation/registration as a UK citizen.
- An endorsed letter from the Home Office.

**OR LIST 3**

A work permit issued by Work Permits UK plus one of the following:-

- A passport or travel document endorsed by the UK Home Office.
- An endorsed letter issued by the UK Home Office.

I can provide confirmation that I am legally entitled to work in the UK

Yes

No

## DATA PROTECTION, TERMS AND CONDITIONS

I understand that the Marsland Nash Associates Limited (the Company) needs to collect and use certain types of information about employees in order to operate its business, and will fulfill its obligations under the Data Protection Act 1998 and General Data Protection Regulation.

I Understand that the information I have provided on this application form will be used as part of my personnel records.

I consent to the Company holding such information on file only for as long as it considers necessary to fulfill the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the rules set out in the Data Protection Act 1998 and General Data Protection Regulation.

I understand that the Company will take all reasonable precautions at all times to guard information against unauthorised access and use.

I have read and understood the Terms and Conditions and Privacy Policy (available at [www.marslandnash.com](http://www.marslandnash.com)) .

Please tick to indicate your agreement and understanding to the above Data Protection statements

Agree

Do not agree

## DECLARATION

I declare to the best of my knowledge and belief that the details I have given on this form are correct, and that any misrepresentation by me could be sufficient grounds from my dismissal if I am employed.

I understand that the company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview, and agree that such checks may be made by the Marsland Nash Associates.

I give permission for my referees to be contacted and understand that any offer of employment made will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_