



Desmond Boyden Partnership

Application for employment

Please complete this document in your own handwriting by printing clearly in black ink.

Surname		Forenames	
Title			
Address			
	Home ☎		
	Mobile ☎		

Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

Do you have a full current driving licence?	YES/NO
Is it free of endorsements?	YES/NO (If NO, give details):

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO

National insurance no:	
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Have you previously worked for us?	YES/NO. If yes, when and in what capacity?
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Have you a contact or are you related to any person in the employ of Boydens? If so, please give details.

Employment

Position applied for		Pay expected	£		per
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If offered this position, will you continue to work in any other capacity?	YES/NO (If yes, please give details)
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Would you work full time?	YES/NO
If your application is for part time employment, please state days/hours preferred.	

On what date would you be available to commence this employment?	
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Education

Educational qualifications

Please list examinations taken and grades achieved:

GCE O Level /GCSE / or equivalent

Grade

AS Level or equivalent

A Level or equivalent

Degree or equivalent

Please give name & address of school/college/university where you attained your qualifications:

Professional qualifications and membership of professional organisations

Please list:

Employment history

Present/last Employer:		Date of employment	
Address:			
Starting salary:		Final salary:	
Type of business:		Position held:	
Describe the work undertaken:			
Reason for leaving:			

Please give details of your two previous employers, most recent first.

Employer:		Date of employment		To:	
Address:					
Starting salary:		Final salary:			
Type of business:		Position held:			
Describe the work undertaken:					
Reason for leaving:					

Employer:		Date of employment		To:	
Address:					
Starting salary:		Final salary:			
Type of business:		Position held:			
Describe the work undertaken:					
Reason for leaving:					

References

Please give details of two referees (one of whom should be your present/last employer and not relatives). Contact will only be made with your authority.

Name		Name	
Occupation		Occupation	
Address		Address	

Please outline the skills and competencies you have gained through paid employment and other work activities and interests which are relevant to your application for this job.

Please use this space to give any other information you feel is necessary to support your application including your reasons for applying to Boydens.

Disability

Do you consider yourself to have a disability? YES/NO

If yes, please give details.

How can we assist with any special needs to enable you to attend interview or carry out your duties?

If your application is successful, you may be asked to consent to Boydens verifying the information you have given in this form.

Sign and date the declarations and authorisation below:

I declare that the information given by me, to the best of my knowledge, is true and complete.

I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.

In accordance with the Data Protection Act 1998, I hereby authorise Boydens to process the information contained in this application form for recruitment and selection purposes.

Name (block capitals)	
Date	
Signed	