



GTG TRAINING SPECIALISTS

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

5. FURTHER EDUCATION

Place of Education	Dates From	To	Type of Training	Qualifications

6. MEMBERSHIP OF PROFESSIONAL ORGANISATION

7. EMPLOYMENT HISTORY - Starting with most recent employer

Present/Previous employer _____ Type of Business _____

Address _____ Starting Date _____

_____ Leaving Date _____

Starting Pay £ _____ *per wk/mth/annum* Current/finishing Pay £ _____ *per wk/mth/annum*

Job Title: _____ Reason for Leaving _____

Duties/responsibilities _____

Previous employer _____ Type of Business _____

Address _____ Starting Date _____

_____ Leaving Date _____

Starting Pay £ _____ *per wk/mth/annum* Finishing Pay £ _____ *per wk/mth/annum*

Job Title: _____ Reason for Leaving _____

Duties/responsibilities _____



GTG TRAINING SPECIALISTS

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

7. EMPLOYMENT HISTORY continued

Previous employer _____ Type of Business _____

Address _____ Starting Date _____

_____ Leaving Date _____

Starting Pay £ _____ per wk/mth/annum Finishing Pay £ _____ per wk/mth/annum

Job Title: _____ Reason for Leaving _____

Duties/responsibilities _____

8. PUBLIC DUTIES (Local Councillor, Armed Forces commitment, etc) undertaken _____

9. Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act) Please provide details/i.e dates and nature of offence _____

10. If offered this position will you continue to work in any other capacity? (give details) _____

11. Please provide details of 2 professional referees (not a member of your family) whom we could approach for a reference. We will also approach your last employer (as detailed in Section 7) for a reference.

Name _____ Occupation _____

Address _____

Postcode

Tel

Name _____ Occupation _____

Address _____

Postcode

Tel

12. If you wish to do so, give details of your next of kin or a person who can be contacted in an emergency.

Name _____

Address _____

Postcode _____ Relationship _____

Tel - Business _____ Home _____



GTG TRAINING SPECIALISTS

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

13. Applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of discrimination on the grounds of age, race, sex, sexual orientation, religious belief or disability. This information is used for no other purpose and will be treated as confidential.

- Male Female Do you require a permit to work in the UK? YES/NO
- White- British White- Irish White- Other Mixed- White & Black Caribbean
- Mixed- White & Asian Mixed- White & Black African Mixed- Other
- Asian/Asian British- Indian Asian/Asian British Pakistani Asian/Asian British Bangladeshi
- Other Asian Black/Black British - Caribbean Black/Black British- African
- Black/Black British- Other Chinese Other (please specify)

14. Date of Birth _____

15. Do you suffer from any disabilities? YES/NO if yes please give details

(A) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job _____

(B) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job successfully

16. RECRUITMENT POLICY

It is the companies policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of age, race, colour, national origin, sex, marital status or disability.

17. ADDITIONAL INFORMATION

Please use the section below to offer further information in support of your application.

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature _____

Date _____