

## APPLICATION FORM

CONFIDENTIAL

Post for which you are applying:	How did you hear about this vacancy?  ..... Date of publication (if applicable):  .....
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### Personal Details (Block capitals or typescript)

Surname:  Mr/Mrs/Miss/Ms:	First Names:
Maiden and Other names: Address:   Postcode:	Telephone number (including STD code)  Home:  Mobile:  Other:
Nationality:	Do you hold a full licence to drive a car?  YES/NO  Details of Endorsements:
Do you require a Work Permit to be employed in the United Kingdom?  YES/NO	Do you own a car?  YES/NO

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East Devon Business Centre, Heathpark Way, Honiton, Devon EX14 1SF

T. 0845 094 6108 or 01404 548 405 E. [info@cosmic.org.uk](mailto:info@cosmic.org.uk) [www.cosmic.org.uk](http://www.cosmic.org.uk)

Registered in England and Wales under company number 03308716. VAT no: 684 7594 73

Career History (in chronological order)

Name and address of recent and previous employers	From - To	Appointments held and brief descriptions and current salary	Reason for Leaving

## Education and Training

Secondary School/ College/ University attended	Full or Part-time	From - To	Course(s) taken or currently studying	Examination results (incl. grades)

Other relevant training courses attended:

Professional Qualifications: Professional Body:

Details of UK registration: Name and PIN No.

Do you speak any foreign language? If yes, please indicate:

## General Information

Explain why you are interested in this position, how you feel you would benefit our customers and give any additional information in support of your application including relevant skills and personal qualities. Please ensure you explain how you meet the person specification **(Continue on a separate sheet if necessary)**

Please list your interests or hobbies:

Interview

Do you require special facilities for interview?

YES/NO

If so, please give details:

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**Please note that all candidates are treated equally regardless of their age, sex, sexual orientation, marital status, race, ethnic origin, religious belief or disability.**

References (for external candidates only)

Give names, addresses and email (and telephone numbers, if possible) of two referees. The first should be your present or most recent employer (or head teacher, if a school leaver). The second should be a personal referee.

1.Recent Employer Name:

2.Personal Name:

Address:

Address:

Tel:

Tel:

Email:

Email:

May we approach them prior to interview? 1. YES/NO 2. YES/NO  
(Referees will only be contacted if you have been requested to attend for an interview. References are confidential)

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## Miscellaneous

Are you related to any staff within the company?

YES/NO

If YES give details:

Have you worked for the company before?

Have you applied for a position with the company before?

If so, have you used any other names?

If offered the position will you continue to work in any other capacity?

What notice period do you have to give?

To the best of my knowledge the above facts are a true statement of myself. I accept that providing deliberately false information could result in my dismissal.

Signature of Applicant

.....

Date .....

For Company use

Date received

Invite to interview

Yes / No

Interview date

Offer letter date

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