# Private & Confidential

# HESA Employment Application Form

# The information on this form will be used solely for recruitment purposes.

**Please complete form online, boxes will expand as you type.**

|  |
| --- |
| Position applied for |
| Job Title |
| How did you hear of this job? |

|  |  |  |
| --- | --- | --- |
| 1. Your details | | |
| Title | Surname | First name(s) |
|  |  |  |
| Your home address | | |
|  | | |
|  | | |
| Postcode | | |
| Your contact information | | |
| Home phone number | | |
| Mobile phone number | | |
| Email address | | |

|  |  |  |
| --- | --- | --- |
| Education (school, further and higher education and training) | | |
| **School/institution/training courses attended** | **Dates** | **Qualifications** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Professional qualifications | | |
| **Professional body** | **Dates** | **Qualifications** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employment history | | | |
| Current/last employer | | | |
| Employers name | | | |
| Address | | | |
| Job title | From | | To |
| Description of duties (use a continuation sheet if necessary). | | | |
| Salary | | Reason for leaving | |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous employment | | | |
| Employers name | | | |
| Job title | From | | To |
| Description of duties (use a continuation sheet if necessary). | | | |
| Salary | | Reason for leaving | |

|  |  |  |
| --- | --- | --- |
| Previous employment (continued) | | |
| Employers name | Dates from/to and  reason for leaving | Job title and responsibilities |
|  |  |  |

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| --- |
| Supporting statement |
| Provide further explanation of the relevance of your experience and any other information in support of your application with direct reference to the advertisement and role profile. |
|  |

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| Other information |
| Please provide information about voluntary work or outside interests. |
|  |

|  |  |
| --- | --- |
| Other information continued | |
| Are there any restrictions regarding your right to work in the UK? |  |
| How much notice are you required to give your current employer? |  |
| Do you have any unspent criminal convictions? |  |

|  |  |
| --- | --- |
| References | |
| Referee 1 - Current/last employment referee | |
| Name | Position |
| Company | Relationship  (e.g. line manager) |
| Address | |
| Postcode | Telephone |
| Email | |
| May the referee be contacted before interview? | |
| Referee 2 | |
| Name | Position |
| Company | Relationship  (e.g. line manager) |
| Address | |
| Postcode | Telephone |
| Email | |
| May the referee be contacted before interview? | |

# I confirm that the information provided on this form is true and complete. I understand that, if this information is found to be false, or should I be employed by HESA and it transpires that I have omitted information from this application that could reasonably be expected to influence a recruitment decision, this may be cause for my dismissal.

|  |  |
| --- | --- |
| Signed | Date |