

**Komcept Solutions Ltd**

Ridgeway Farm, Hartwell Road, Ashton, Northampton, NN7 2JR

Telephone: 01604 621313

**APPLICATION FORM**

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| **Position applied for:** |  |

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| **Personal Information** | |
| **Surname or family name** |  |
| **All previous surnames** |  |
| **All forenames** |  |
| **Title** |  |
| **Current Address** |  |
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|  |  |
| **Postcode** |  |
| **Resident at this address since** |  |
| **Home telephone number** |  |
| **Mobile telephone number** |  |
| **Email address** |  |
| **National Insurance Number** |  |
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| **Eligibility to work in the UK** | |
| **Are you eligible to work in the UK?** | **Yes No** |
| **Do you require a work permit to work in the UK?** | **Yes No**  **If YES please provide details separately** |

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| **Declaration of Criminal Offences**  **Applicants must declare any convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.** | |
| **Have you ever been charged with, cautioned or convicted of a criminal offence?** | **Yes No** |
| **Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?** | **Yes No** |

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| **Present / Last appointment** | |
| **Name, address and telephone number of employer** |  |
| **Job title** *Please enclose a copy of your current job description if available* |  |
| **Date appointed to current post** |  |
| **Current salary** |  |
| **When can you start working for us?** |  |

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| **FULL EMPLOYMENT HISTORY**  Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. | | | | | | | | |
| **Job Title** | **Name and address of employer,** | **F/T**  **or P/T** | **Dates** | | | | | **Reason** |
| **or Position** | **or description of activity** | **From** | | **To** | | | **for**  **leaving** |
|  |  | **Mth** | **Yr** | | **Mth** | **Yr** |  |
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**Please enclose a continuation sheet if necessary**

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| **EDUCATION & QUALIFICATIONS** | | | |
| **Name of School/College** | **From** | **To** | **Qualifications Gained with Date and Grade/Level obtained** |
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| **OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS** |
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| **How do your personal qualities and professional experience qualify you for this position?**  **Please complete the following section, using additional sheet(s) if necessary.** |
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| **REFEREES** |
| **Give here full contact name and address of two people to whom reference may be made**.  Referees will not be obtained until an offer of employment has been accepted. |

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| **First Referee – Must be your present or most recent employment.** | | **Second Referee** | |
| **Name** |  | **Name** |  |
| **Job Title** |  | **Job Title** |  |
| **Address**  **Postcode** |  | **Address**  **Postcode** |  |
| **Telephone number** |  | **Telephone number** |  |
| **Email address** |  | **Email address** |  |
| **Relationship to you** |  | **Relationship to you** |  |

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| **DISABILITY** | |
| The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Acts definition a person must have a physical or mental impairment which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangement, if required, to facilitate your attendance at the interview. | |
| Do you have a disability you wish us to know about at this stage? | **Yes No** |
| If “Yes” please let us know what access requirements you may require |  |

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| **DATA PROTECTION** |
| **The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.**  **If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.**  **By signing this application from we will be assuming that you agree to the processing of sensitive personal data (as describe above) and that this information be stored in both electronic and paper formats.** |

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| **DECLARATION** |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declarations or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is also subject to satisfactory references. |

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| **Signed** |  | **Date** |  |