



ICON APPLICATION FORM

Surname:	Forename(s):	Title:
Position Applied For:		Salary expectation:

Personal Details		
Home Address:		
Post Code:		
Home Tel No:	Mobile Tel No:	E-mail:
Date of Birth:	Gender:	Male / Female*
Do you hold a current driving licence?	YES / NO*	Do you have your own vehicle?
		YES / NO*
Are there any restrictions on your continued residence or employment in the UK?		YES / NO*
If YES, please give details:		
What period of notice are you required to give your present employer?		

EMPLOYMENT RECORD		
Current or Most Recent Job		
Dates From: To:	Employer's Name and Address:	Position Held: Main Duties and Responsibilities: Reason for Leaving: Final Salary:

* Delete as applicable



Previous Employment (Please list the most recent and work backwards. Continue on a separate sheet if necessary.)		
Dates From: To:	Employer's Name and Address:	Position Held: Main Duties and Responsibilities: Reason for Leaving: Final Salary:
Dates From: To:	Employer's Name and Address:	Position Held: Main Duties and Responsibilities: Reason for Leaving: Final Salary:
Dates From: To:	Employer's Name and Address:	Position Held: Main Duties and Responsibilities: Reason for Leaving: Final Salary:



Education (Continue on a separate sheet if insufficient space)

Dates	School / College / University	Course and Qualifications Achieved

Training/Professional Qualifications

Course	Dates	Brief Details

Why do you consider you are a suitable candidate for this position? What motivated you apply and what relevant skills can you bring to the post? (Continue on a separate sheet if insufficient space)

A large, empty rectangular box with a black border, intended for the candidate to provide their response to the question above.

Achievements (Continue on a separate sheet if insufficient space)

Please include any information you consider are main achievements in your life that may be relevant to this application. (Continue on a separate sheet if insufficient space.)

A large, empty rectangular box with a black border, intended for the candidate to provide their response to the question above.



Leisure and Other Interests	

Absence Record	
During the last two years have you been absent from work?	YES / NO*
If YES, please state the number of days of absence in the past two years.	

Criminal Convictions	
Have you ever been convicted of a criminal offence?	YES / NO*
If YES give details.	

Where did you hear about this vacancy?	
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Please give the names and addresses of two referees whom we may contact (preferably, one of the referees must be your current/last employer). References will only be taken IN THE EVENT OF YOU BEING OFFERED A POSITION.

Referee 1	Referee 2
Name:	Name:
Address:	Address:
Occupation:	Occupation:
Telephone No:	Telephone No:

If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us prior to an interview.

I CERTIFY THAT THE ABOVE INFORMATION IS A TRUE STATEMENT TO THE BEST OF MY KNOWLEDGE. I understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages.

I hereby consent to the processing of sensitive personal data as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signed: **Date:**

* Delete as applicable