Application Form

|  |  |
| --- | --- |
| Position applied for: |  |
| Where did you see it advertised? |  |

|  |  |
| --- | --- |
| **Personal Details** | |
| Title: |  |
| First Name(s): |  |
| Last Name: |  |
| Current Address: | |
| Email: |  |
| Mobile Number: |  |
| Salary Expectations: |  |
| Are you able to work from our office locations? | Cheltenham / London / Either / Neither |
| Current Notice Period: |  |
| Do you have a current right to work in the UK? Yes / No | |
| If no, please provide details. | |

|  |
| --- |
| **Education** |
| Please provide your education history here: |

|  |  |
| --- | --- |
| Schools / College / University | Qualification(s) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Employment History** |
| Current or Most Recent Employer Details |

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name: |  | | |
| Employers Address: |  | | |
| Start Date: |  | End Date (if applicable): |  |
| Job Title: |  | | |
| Salary: |  | | |
| Notice Period: |  | | |
| Main Duties: |  | | |
| Reason for Leaving: |  | | |
|  |  | | |

|  |
| --- |
| Previous Employers (Please list your last 3 employers, if applicable) |

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Name: |  | | |
| Employers Address: |  | | |
| Start Date: |  | End Date: |  |
| Job Title: |  | | |
| Main Duties: |  | | |
| Reason for Leaving: |  | | |
|  | | | |
| Employers Name: |  | | |
| Employers Address: |  | | |
| Start Date: |  | End Date: |  |
| Job Title: |  | | |
| Main Duties: |  | | |
| Reason for Leaving: |  | | |
|  | | | |
| Employers Name: |  | | |
| Employers Address: |  | | |
| Start Date: |  | End Date: |  |
| Job Title: |  | | |
| Notice Period: |  | | |
| Main Duties: |  | | |
| Reason for Leaving: |  | | |

|  |
| --- |
| Supporting Information |
| Please use the space below to outline any additional information you feel is relevant, that you would like us to consider when reviewing your application. For example, relevant role experience. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | | | |
| Please provide details of two recent employer references. If you have not had two previous employers, you may also include a personal reference. The referees will not be contacted by Abercrombie & Kent until a job offer has been made and you have given consent to do so. | | | |
| Name: |  | Name: |  |
| Company: |  | Company: |  |
| Email: |  | Email: |  |
| Telephone: |  | Telephone: |  |

|  |
| --- |
| **Criminal Record** |
| Please list any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974. |
|  |

|  |
| --- |
| **Data Protection** |
| All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  By submitting an online application, you are giving consent for A&K to process your personal data solely for the purposes of recruitment. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. Should your application be unsuccessful, we will ask your consent to hold your data on file for up to 12 months in case another role comes becomes available that you could be considered for. Otherwise, application and candidate details will not be retained, candidates would be invited to submit new applications as and when suitable vacancies are advertised. |

|  |  |
| --- | --- |
| **Declaration** | |
| I declare that the information given on this application form is to the best of my knowledge true and accurate. I understand that any misrepresentation or omission may result in my application not proceeding any further or if appointed render me liable to dismissal.  I understand that any offer of employment is subject to the Company being satisfied with the results of relevant checks including references, eligibility to work in the UK, criminal convictions, and probationary period. | |
| Signature (or write your name if completing online): |  |
| Date: |  |