**Private and Confidential**

62 Brandon Parade

Holly Walk

Leamington Spa

CV32 4JE

|  |  |
| --- | --- |
| Position Applied For |  |
| Forename (s) |  |
| Surname |  |
| Home Address |  |
| Contact number |  |
| Mobile number |  |
| Email |  |
| Do you require a permit to work in the UK?  (Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview) |  |

**Application Form**

**Education and Qualifications**

|  |  |  |
| --- | --- | --- |
| **Name of College/University/School** | **Dates** | **Qualification and Results** |
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**Professional Associations**

**Please state whether you are a member of any technical or professional association, if so, which:**

|  |  |
| --- | --- |
| **Name of Association** |  |
| **Level/detail of membership** |  |
| **Expiry date** |  |

**Employment History** (please list your most recent employment first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name (s) and Address (es) of Employers (s)** | **Date from** | **Date to** | **Job Title** | **Main Duties** | **Reason for leaving** |
|  |  |  |  |  |  |

**Supplementary information**

Please give details of any experience, skills, or achievement which you feel may be relevant in your application for employment (continue on a separate sheet if necessary). Please refer to the job description and person specification**.**

|  |  |
| --- | --- |
| Do you have a current full driving licence? |  |
|  |  |

|  |  |
| --- | --- |
| **Do you have a current full driving licence?** | **Yes / No** |
| **Does your licence have any current endorsements?** | **Yes / No** |
| **If Yes, please give further information** |  |

**References**

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job (preferably one of them will be your previous employer).

**Can we contact your references before an offer of employment is made? Yes / No**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **Contact number** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Email** |  |
| **Contact number** |  |

**What is your current notice period?..........................................................**

Please tell us if there are any reasonable adjustments, we can make to assist you in your application or with our recruitment process.

**Declaration**

I confirm that the above information is correct.

I understand the Organisation will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the period set out in the Organisation’s employee privacy notice.

|  |  |
| --- | --- |
| **Applicants signature** | **Date** |
|  |  |

**Equal Opportunities:**  
Ginger Lehmann Ltd is an Equal Opportunities employer and it is our policy to recruit, train and promote people because of their ability, the needs of the job and similar relevant criteria. We encourage all employees to take advantage of the opportunities we provide for training and development.

We will treat all employees and job applicants equally. We will not consider race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion, creed, or disability in any  
matters to do with employment.