



Access Training, Cawley House, 96 Cliff Road, Nottingham,  
NG1 1GW

### Instructions for completion

**Please answer all questions in black ink or biro if you are completing the application by hand. Additional sheets may be attached where necessary.**

Please **do not** enclose any official documents i.e. Birth / Examination Certificates etc.

### Application for the post of:

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### Personal details - Please complete in capitals.

Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

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Email address for correspondence: \_\_\_\_\_

Mobile telephone number \_\_\_\_\_

Home telephone number \_\_\_\_\_

Do you hold a current driving licence? Yes/No (delete as appropriate)

Do you have your own transport? Yes/No (delete as appropriate)





**Particulars of employment**

Please give full details of your current / past employment, starting with your present or last employer. Please include any periods of self-employment.

Full name and address of employer	Date from	Date to	Post held and details of duties	Salary	Reason for leaving

## **Information in Support of Your Application**

Think carefully before completing this section. To give yourself the best opportunity to be selected for an interview, complete it as fully as possible, giving details of skills, abilities, training and experience relevant to the post. Additional sheets may be attached.

## References

Please give details of two referees for whom you have worked. One should be your present or last employer.

### Employment referees:

Name \_\_\_\_\_ Name \_\_\_\_\_

Employer name \_\_\_\_\_ Employer name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

### Contact details for your referees will be requested upon an offer of employment.

If you are unable to provide referees for whom you have worked, would you be able to provide two personal referees?

Answer Yes or No \_\_\_\_\_

How much notice would you be required to give to terminate present employment? \_\_\_\_\_

How did you become aware of this vacancy? \_\_\_\_\_

If via the internet, please state which website \_\_\_\_\_

Print Name \_\_\_\_\_

Signature (for hand-written applications) \_\_\_\_\_

Date \_\_\_\_\_

NB. For details on data retention, please see our company "Privacy Notice for Applicants on the Collection and Retention of Recruitment Data as Part of the Recruitment and Selection Process" (HR 48). This can be found on the Staff Vacancies section of our website



**Please complete and return with your application form.**

**Name:** \_\_\_\_\_

**Position applied for:** \_\_\_\_\_

Available:            Full-time  
                          Part-time  
                          Either

(Delete inapplicable)

If you require part time work, the days and hours for which you are available:

<b>Day</b>	<b>Hours available</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you are interested in temporary or sessional work, please detail requirements including salary requirements.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## Appendix 1

### Private and Confidential

### Additional Information for People with Disabilities

Access Training has a positive policy to endeavour to provide access, equipment or other practical support to ensure that disabled people compete on equal terms.

We have signed up to the Disability Confident Scheme because we recognise that disabled people have been disadvantaged and under-represented within the employment market.

As a member of the Disability Confident Scheme, Access Training is committed to interviewing all applicants with a disability who satisfy the basic criteria for the job.

Please tick this box if you have a disability and wish to be considered for these arrangements.

#### Important

Please tick (and give details in the box provided below) if at any stage in your application you will need any special arrangements.

Name

**Please return this form with your application form**