



# GUIDANCE NOTES: JOB APPLICATION FORM

## The Application Form

- The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.
- Curriculum Vitae (CV) alone will not be accepted. However, CVs will be accepted in addition to a fully completed application form.
- This is an interactive PDF, you may type directly on the document.

## Section 1: Personal Details

- Please give your surname and forenames. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.

## Section 2: Education and Professional Qualifications

- List membership of professional institutes, in-house courses and professional qualifications if applicable. Essential qualifications will be checked on appointment to a post.

## Section 3: Present Post

- Please provide brief information in respect of responsibilities, including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.

## Section 4: Previous Employment

- Do not simply list duties of your jobs. Please give a brief explanation of the main duties of your previous jobs.
- If you have any significant gaps in your employment history it would be helpful if you could provide relevant details.

## Section 5: Relevant Skills, Abilities, Knowledge and Experience

- This section is vital.
- Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required.
- You may have acquired these in a variety of ways e.g. through work, running a home, voluntary work, hobbies etc.
- Address each of the criteria separately and briefly outline how you meet each one, providing specific examples.

## Section 6: Other information

- A simple list will suffice, unless positions held and the skills/experience attained are directly relevant to the position for which you are applying.

## Section 7: References

- Should you be selected for the role, we will want to take up referees as outlined below. However, if possible we would like to do this earlier in the process.
- *Employment references* - please provide referees details to cover recent relevant employment.
- *Academic references* - if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutors.
- *Personal references* - if you have no previous employment history please give details of someone who can provide a character reference.
- We reserve the right to take up references from any previous employer.

## Section 8: Declaration

- This section must be signed by the applicant. It is a declaration of the validity of the information in the application, and confirms that misleading information would be sufficient grounds for terminating of employment.
- If completing the form electronically, then typing your signature and emailing from your own email address will be accepted as a valid declaration.
- Please return your completed application form to: **recruitment@u-drive.co.uk**
- Alternatively it can be posted to: FAO Recruitment, U-Drive Limited, 48-56 Old Wareham Road, Parkstone, Poole, Dorset, BH12 4QR.



# JOB APPLICATION FORM

U-Drive Limited, 48-56 Old Wareham Road, Parkstone, Poole, Dorset, BH12 4QR  
Company Registration Number 3183986  
Telephone: 01794 510287 Email: recruitment@u-drive.co.uk

**Title of post applied for:**

**Job Ref:**

Before completing this form, please read the accompanying guidance notes.  
Please write clearly in black ink or type.

## CONFIDENTIAL

### 1. Personal Details (BLOCK CAPITALS PLEASE)

Surname:

First Name:

Address:

Preferred Name or Title:  
(Optional)

Tel No. (Home):

Tel No. (Business):

Tel No. (Mobile):

Fax No.:

National Insurance No.:

Email Address:

If you are not a British passport holder or European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.

Do you need a work permit to be employed in the UK?

Yes

No

If you already have a work permit, when does it expire?

(MM/YYYY)

(Please note that your current work permit may not be valid for this post.)

Where did you learn of this post?

### 2. Education and Professional Qualifications

(Original documents as proof of qualification will be required at interview.)

Secondary School / College / University:

Examinations Taken:

Result:

Professional Qualifications Currently Held:

Other Relevant Educational or Training Courses:

### 3. Present Post

Title of Post:

Salary/Grade (*Optional*):

Name of Employer:

Business of Employer:

Address:

Start Date:

End Date (*if applicable*):

Please outline your responsibilities, who you report to, and any staff you manage (*if applicable*):

Reason for leaving or wishing to leave:

Period of notice required to terminate present employment:

Please notify us of any dates you are available for interview:

**4. Previous Employment** *(Please use continuation sheet if necessary.)*

Position Held:

Name and Address of Employer:

Start Date *(MM/YYYY)*:

End Date *(MM/YYYY)*:

Salary/Grade *(Optional)*:

Description of Duties:

Reason for Leaving:

Position Held:

Name and Address of Employer:

Start Date *(MM/YYYY)*:

End Date *(MM/YYYY)*:

Salary/Grade *(Optional)*:

Description of Duties:

Reason for Leaving:

Position Held:

Name and Address of Employer:

Start Date *(MM/YYYY)*:

End Date *(MM/YYYY)*:

Salary/Grade *(Optional)*:

Description of Duties:

Reason for Leaving:

Position Held:

Name and Address of Employer:

Start Date *(MM/YYYY)*:

End Date *(MM/YYYY)*:

Salary/Grade *(Optional)*:

Description of Duties:

Reason for Leaving:

Have you had any significant *(e.g. 1 year)* gaps in your employment? If yes, please detail below:

**5. Relevant Skills, Abilities, Knowledge, Experience and Your Reasons for Applying for this Role:**

## 6. Other Information

What activities outside of work interest you? *(State any positions held you consider relevant.)*

Do you hold a current driving licence?    Yes                      No                      Do you own a car?                      Yes                      No

## 7. References

### **Referee 1**

Title *(Mr, Mrs, etc)*:

Full Name:

Job Title:

Organisation:

Address:

Tel No:

Email Address:

Fax No:

Please state if we may obtain this reference *(Referee 1)*  
prior to interview:            Yes                                      No

### **Referee 2**

Title *(Mr, Mrs, etc)*:

Full Name:

Job Title:

Organisation:

Address:

Tel No:

Email Address:

Fax No:

Please state if we may obtain this reference *(Referee 2)*  
prior to interview:            Yes                                      No

## 8. Declaration

I declare that the information given in this application form is true and complete. I understand that if i have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:

Date:

*(DD/MM/YYYY)*

Name:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 2018 and will be processed solely in connection with recruitment.