# Example of job application form – option 1 (simple)

*[This is a sample form that an employer can adapt or develop to meet its needs. Make sure you adapt this template to comply with the General Data Protection Regulation. If you need help with this go to www.ico.org.uk]*

# (INSERT EMPLOYER’S NAME)

# Application form

Application for employment as ............................

Name ............................

Address ............................

Postcode ............................

Phone ............................

Email ............................

## **Education and training**

Details ............................

## **Information in support of your application**

Please include any skills, experience and qualifications you have acquired that can support this application whether within the working environment or outside.

Details ............................

Do you consider yourself to have a disability?   
 Yes  No

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

............................

Do you need a work permit to work in the UK? Yes  No

When can you start work for us?

............................

## **References**

Please give the names and addresses of two persons as referees - other than your present employer or relatives - who we can approach now for references. No approach will be made to your present or previous employers before an offer of employment is made.

1 ............................

2 ............................

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name……………………………………..…………………

Signature .......................................... Date ……………………