

Vista Personnel

BBIC Unit 2c Phase 1,

Innovation Way,

Barnsley,

South Yorkshire,

S75 1JL

Tel. 01226 824102

# VISTA PERSONNEL Job Application Form

|  |  |  |
| --- | --- | --- |
|  | **DBS Number:** |  |

**Post**

**Applied for:**

Please complete this form fully using black ink or type.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1** |  |  | **Personal details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **First Name:** |  | **Title:** |  |

**Surname:**

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|  |
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|  |

**Address:**

|  |
| --- |
|  |

**Postcode:**

Letters Numbers

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **National Insurance No:** |  |  |  |  |  |  |  |  |  |

**Home Telephone No:**

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| --- |
|  |

**Daytime Telephone No:**

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| --- |
|  |

**Mobile Telephone No:**

|  |
| --- |
|  |

**E-mail address:**

**Can we contact you at work? Yes**  **No**

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | **Yes** |  | **No** |
| **Driving Licence – if relevant to post applied for.** | **Yes** |  | **No** |

Do you hold a full, clean driving licence valid in the UK?

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

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| **Section 2** | **Present Employment** |

**Present Employment** (If now unemployed give details of last employer)

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**Name of Employer:**

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| --- | --- |
|  | |
|  | |
|  | |
|  |  |

**Address:**

**Postcode:**

|  |
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|  |

**Post Title:**

**Brief description of duties:**

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| --- | --- |
| **Section 3** | **Previous Employment** |

**Previous Employment** (most recent employer first).

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**Name of Employer:**

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| --- |
|  |
|  |
| **Postcode** |

**Address:**

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| --- |
|  |

**Position Held:**

**Summary of duties:**

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| --- | --- | --- |
|  | **Finish Date:** |  |

**Start Date:**

|  |
| --- |
|  |

**Reason for leaving:**

|  |  |
| --- | --- |
| **Section 4** | **Education** |

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

|  |  |  |
| --- | --- | --- |
| **College or University** | **Course** | **Qualifications and grades obtained** |
|  |  |  |
|  |  |  |
| **Secondary Education** | **Subjects** | **Qualifications and grades obtained** |
|  |  |  |
| Continue on a separate sheet if necessary | |  |

**Professional, Technical or Management Qualifications**

Please give details:

|  |  |
| --- | --- |
| **Professional/Technical/** **Management Qualifications** | **Course Details** |
|  |  |

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| **Section 5** | **References** |

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

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| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |
| --- | --- | --- |
|  | **Name:** |  |

**Name:**

|  |  |  |
| --- | --- | --- |
|  | **Position (job title):** |  |

**Position (job title):**

|  |  |  |
| --- | --- | --- |
|  | **Work**  **Relationship:** |  |

**Work**

**Relationship:**

|  |  |  |
| --- | --- | --- |
|  | **Organisation:** |  |

**Organisation:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Address:** |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Postcode |  | Postcode |  |

**Address:**

|  |  |  |
| --- | --- | --- |
|  | **Telephone No:** |  |

**Telephone No:**

|  |  |  |
| --- | --- | --- |
|  | **E-mail:** |  |

**E-mail:**

Are you willing for this Are you willing for this referee to be approached **Yes**  **No**  referee to be approached **Yes**  **No**  prior to the interview?prior to the interview?

|  |  |
| --- | --- |
| **Section 6** | **Disclaimer and Signature** |

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| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature Date |