

Application for employment

jobcentreplus

Department for
Work and Pensions

General guidance notes

- Practice writing your answers on a blank piece of paper before you fill in the application form so you don't make mistakes. Mistakes on the form will not impress an employer.
- Fill in the application form in black ink and use CAPITAL letters.
- Answer all the questions with information that is relevant to the job you're applying for. Avoid using 'Not applicable' (n/a).
- Keep a photocopy of your form as a useful reminder of what you wrote if you get an interview.
- If you have difficulty filling in the form, ask someone at Jobcentre Plus to help you.
- **For overseas vacancies only** you must have a valid passport or EEA ID card. You can send a CV with the form instead of filling in section 6 and 7. If the employer asks for copies of documents, do not send the originals. The employer may ask to see the original documents if you get an interview. Remember to take the documents with you if they have asked to see them.

Guidance for filling in this form

Sections 1 to 4 Fill in all the details in CAPITAL letters.

Section 5 Give details of all driving licences you hold. For example motorcycle, car, HGV and PCV.

Section 6 Give details of all your previous jobs, putting the most recent job first then working back. Give as much detail as possible about your duties in each job, highlighting anything that is particularly relevant to the job you're applying for. Use a separate sheet of paper if necessary.

Section 7 Give details of universities, colleges, schools or other training places you have attended, putting the most recent first then working back. List any examinations you took and the grades and results you achieved.

Section 8 You must fill in this section if you are applying for an overseas vacancy.

Section 9 This section is very important because it gives you the chance to sell your skills to the employer. Include any information that you feel makes you particularly suitable for the job. For example, previous experience, voluntary work, hobbies, language skills and relevant study and qualifications. If you don't have any formal qualifications, mention what you were good at or particularly enjoyed at school.

Section 10 If there is an age limit on the vacancy you must tick this box to confirm that you meet the age requirement.

Section 11 Give the names, addresses and telephone numbers of two people who will act as character references for you. This is usually a previous employer and someone you have known for at least five years such as a family friend or neighbour, but not a relative. Please check with the people that they are willing to provide a reference for you before you put their details on the form.

Section 12 Tell us in this section about any special arrangements you need if you are invited for an interview.

Section 13 Tick this box if

- you have a disability **and**
- the employer uses the disability symbol, **and**
- you want to ask for a guaranteed interview, provided you meet the minimum criteria for the job posting.

Section 14 Sign and date the form to confirm that the information you have given is correct.

Please tear off
this page ►

Data Protection Act 1988

Jobcentre Plus may put the information you give on this form onto a computer system to help your application.

Application for employment**About the vacancy**Vacancy applied for Vacancy number Employer's name Closing date / Return this form to **Personal details**1 Title Mr Mrs Miss Ms Other Please specify Surname Other names 2 Address 3 Full daytime phone number Full evening phone number 4 E-mail address 5 Driving licences held

Include any points on your licence and the reasons for them.

6 Work history

Start with your most recent job and work back. Continue on a separate sheet if necessary.

| Employer | Position held and description of duties | Reason for leaving |
|----------|---|--------------------|
| | | |

7 Education and training

Start with the most recent and work back. Continue on a separate sheet if necessary.

| University, college, school or other place | Course studied and qualifications achieved |
|--|--|
| | |

8 Do you hold a current valid passport or ID card?

No

Yes

For overseas vacancies only.

9 Any other evidence to support your application

For example, experience relevant to the job you are applying for.

10 If there is an age limit on the vacancy, tick this box to confirm that you meet the age requirement

11 References

| 1 | 2 |
|--------------|--------------|
| Phone number | Phone number |
| Occupation | Occupation |

12 If you require any particular arrangements when attending an interview, please give details.

13 If the employer uses the

disability symbol, tick this box if you have a disability and want to ask for a guaranteed interview if you meet the minimum criteria.

14 I confirm that, to the best of my knowledge, the information I have given on this form is correct.

Signature

Date

/ /