

**APPLICATION FOR EMPLOYMENT** Confidential

This post is subject to a satisfactory Criminal Records Bureau Check, which will disclose all cautions, reprimands and warnings as well as convictions. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. Please give details below, or, if you would prefer, send this information to us under separate cover. We guarantee that the information you provide will be used fairly and will be seen by those who need to see it as part of the recruitment process. A Criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

**POSITION APPLIED FOR**

Please note, to enable us to comply with our obligations under the immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document(s) of which are required at the appropriate time.

Please return Application form (by post or email) to:-

**Victoria Recovery Ltd**

**90 North Road Yate Bristol BS37 7PR**

**Tel: 01454 326 999 | Fax: 01454 323 666**

**E: [enquiries@victoriarecovery.co.uk](mailto:enquiries@victoriarecovery.co.uk) | [www.victoriarecovery.co.uk](http://www.victoriarecovery.co.uk)**



Where there is a question with a multiple answer choice, or Yes/No, please circle the answer where appropriate.

**PERSONAL DETAILS**

Surname	Forename
Home Address	
Post Code	
Contact Details: Mobile No. Home No. Email Address	Date of Birth:                      Personal Status:  Married/Single/Divorced/Widowed  Number of Dependants:  National Insurance Number
Do you own a vehicle? Yes/No	Driving Licence Details:  Licence No.  Category/Licence Entitlement:
Do you hold a current CPC? Yes/No	If NO, what is the number of hours of CPC training completed in the previous 5 year period:  Please give details:
Driving – Have you been involved in a Road Traffic Accident in the past 5 years YES/NO If Yes, please give details	



PREVIOUS EMPLOYMENT, please give details starting with the most recent	
Previous Employer Name & Address	
Type of Work	
Dates	Start Date <span style="float: right;">Date of Leaving</span>
Salary Details	
Reason for Leaving	

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**REFERENCES** Please provide 2 references (please indicate Work or Character reference)  
 Can we contact your current and previous employers? YES/NO Please give reasons if NO

1) NAME	ADDRESS
Contact Details: Email Phone No	

2) NAME	ADDRESS
Contact Details: Email Phone No	
<b>EDUCATION</b>	
Name of School/College  Exams Taken/Qualifications Attained  Specialist Training – please give details	Dates:
Please outline skills and competencies and any other information that will support your application	
<p><b>DECLARATION</b></p> <p>I declare that the information given by me, to the best of my knowledge is true and complete. I acknowledge that by dishonestly giving incorrect information may render the application and subsequent employment invalid.</p> <p>In accordance with the Data Protection Act 1998, I hereby authorise Victoria Recovery Limited to process the information contained in this application form for recruitment and selection purposes.</p> <p>NAME (BLOCK CAPITALS): _____</p> <p>Signature _____ DATE _____</p>	
Interview Notes:	