



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Job Application Form** (The following information will be treated in the strictest confidence)

Please complete this application form in your own handwriting and submit along with a covering letter and C.V. to [recruitment@animates.org.uk](mailto:recruitment@animates.org.uk) Use this e-mail if you require further information with regards to potential vacancies.

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Full Driving License: N / Y

Endorsements: N / Y: If YES, please give further details including dates: \_\_\_\_\_

**Position Applying for:** \_\_\_\_\_ **Desired Hours:** \_\_\_\_\_

Are you willing to work overtime and weekends if required? N / Y

Please give details of any hours which you would not wish to work: \_\_\_\_\_

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?

N / Y: If YES, please give further details: \_\_\_\_\_

Are you subject to any restrictions or covenants which might restrict your working activities?

N / Y: If YES, please give further details: \_\_\_\_\_

Have you ever been convicted of a criminal offense? *(declaration subject to the rehabilitation of offenders Act 1973)*

N / Y: If YES, please give further details: \_\_\_\_\_

Have you ever worked for this business before? N / Y: If YES, please give further details:

Do you require a work permit to work in the UK? N / Y

**EDUCATION**

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

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Please list languages spoken and the level of competence:

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Previous Employer Name, Address & Contact: \_\_\_\_\_

*(No approach will be made to your present employer before an offer of employment is made to you)*

Dates of Employment: FROM \_\_\_\_\_ TO \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Contracted No. Of Hours : \_\_\_\_\_

**INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES** (e.g. hobbies, sports, club memberships)

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**SUPPLEMENTARY INFORMATION**

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.

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

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Please tell us if there are any dates you will not be available to interview

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Why should we consider you for this position?

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**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal**

**Signature:**

**Date:**

**REFERENCES**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No: \_\_\_\_\_ Tel. No: \_\_\_\_\_

**SOURCE OF APPLICATION**

How did you hear about this vacancy?

\_\_\_\_\_