

**Alkemygold Ltd – Alps**

**APPLICATION FOR EMPLOYMENT**

*Applications should be written in BLACK INK or typed/word processed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSITION APPLIED FOR** | | | | |
|  | | | | |
|  | | | | |
| Title (e.g. Mr/Mrs/Ms) |  | Last Name | | |
|  | | | | |
| First Name(s) | | | |  |
|  | |  |  |  |
| Address | |  | Tel No (Home) | |
|  | |  |  |  |
|  | Tel No (Work) | |
|  |  | |
|  | Tel No (Mobile) | |
|  | |  |  |  |
|  | E-mail Address | |
|  | |  |  |  |
|  | National Insurance No | |

|  |  |  |
| --- | --- | --- |
| **PRESENT EMPLOYMENT** | | |
|  | | |
| Employer/Establishment and Address |  | Date of Appointment |
|  | |
|  | Notice Period Required  or Date Left |
|  | |
|  | Present Salary £ |
|  | | |
| Post Held/Main Duties | | |
|  | | |
| Reason for Leaving/seeking alternative employment | | |
| Please return your completed application form to Nicola Law  Alps, Kevin Conway House. Longbow Close, Huddersfield, HD2 1GQ  or email to recruitment@alps.education | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT (most recent first)** | | | | |
| From (M/Y)  & To (M/Y) | Employer | Position Held  & Main Duties | £ salary  (& hours if part time) | Reason For Leaving |
|  |  |  |  |  |

*Continue on a separate sheet if necessary*

|  |  |
| --- | --- |
| **EDUCATION (most recent first)** | |
| NAME OF EDUCATIONAL ESTABLISHMENT  (School/College/University)  Please indicate if part time study. | QUALIFICATIONS ACHIEVED  (including **Grade** and **Year**) |
|  |  |

|  |  |
| --- | --- |
| **TRAINING (most recent first)** | |
| SUBJECT | DURATION/DATE |
|  |  |

|  |  |  |
| --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL INSTITUTIONS** | | |
| INSTITUTION | GRADE OF MEMBERSHIP | DATE GAINED |
|  |  |  |

|  |
| --- |
| **FURTHER INFORMATION** |
| Please give your reasons for applying, along with information in support of your suitability for this post (including skills/special interests, etc, which you consider to be relevant). Please continue on a separate sheet if necessary, or provide the information in a covering letter. We would also encourage you to include your current Curriculum Vitae along with your application. |

|  |  |  |
| --- | --- | --- |
| **REFERENCES** | | |
| Give the names and addresses of two persons to whom reference may be made and who have agreed to act as your referees. References **WILL** be taken up if you are shortlisted unless you indicate **‘NO’** in the box below. The first reference should normally be your current or most recent employer. | | |
|  | | |
| Name: |  | Name: |
|  | | |
| Address:  Postcode: |  | Address:  Postcode: |
|  | | |
| Relationship (e.g. Manager) |  | Relationship (e.g. Tutor/Supervisor) |
|  | | |
| Tel No: |  | Tel No: |
|  | | |
| E-mail Address: |  | E-mail Address: |
|  | | |
| May we contact these referees prior to the interview? YES / NO | | |
|  | | |
| Are you entitled to work in the United Kingdom? YES / NO | | |
|  | | |
| Do you have a disability you wish us to know about at this stage? YES / NO | | |
|  | | |
| Do you currently hold a full UK driving licence? YES / NO | | |
|  | | |
| Will you need any assistance at interview? YES / NO  (e.g. sign language interpreter, access to buildings?) If Yes, please specify your actual need: | | |
|  | | |

|  |
| --- |
| **DECLARATION** |
| PREVIOUS CONVICTIONS  Please indicate any convictions that are not exempt under the Rehabilitation of Offenders Act. This information will not automatically preclude you from employment. Any information given will be treated as confidential. **Please state brief details below.**  I understand that if I am offered a post the information submitted in my application will form the basis of my contract of employment with Alkemygold Ltd. and that if it is subsequently discovered that I have wilfully or negligently given false information, or withheld information, I will be liable to immediate dismissal. I agree to a medical examination if necessary. I certify that all statements made on this form and the attached papers are, to the best of my knowledge and belief, correct.  Signature of Applicant Date  GDPR: Data given on this form will be stored on computer and used for statistical monitoring and internal Company administration.  If you are offered employment with Alkemygold, the offer will be subject to verification of Qualifications, criminal record and receipt of satisfactory references. |