

**Application form for external applicants**

**Personal information (confidential)**

<b>Application for employment: [Add role you're applying for]</b> <a href="#">Write here</a>					
Return this form to: <a href="#">Write here</a>		Ref No:			
Position applied for: <a href="#">Write here</a>					
<b>Personal details</b>					
Title:	<a href="#">Write here</a>				
Name:	<a href="#">Write here</a>				
Address: <a href="#">Write here</a>					
Email:	<a href="#">Write here</a>				
Telephone (landline):	<a href="#">Write here</a>				
Telephone (mobile):	<a href="#">Write here</a>				
Mobile:	<a href="#">Write here</a>				
Do you hold a current driving licence?		Yes	<a href="#">Type</a>	No	<a href="#">Type</a>
Groups: <a href="#">Write here</a>					
Expiry date: <a href="#">Write Here</a>					
Details of endorsements (if none, please insert "N/A") <a href="#">Write here</a>					
Do you have a current right to work in the UK?		Yes	<a href="#">Type</a>	No	<a href="#">Type</a>
If no, please provide details. <a href="#">Write here</a>					
<b>Education</b>					
Please provide your education history here: <a href="#">Write here</a>					
Schools/Colleges/University (Country) <a href="#">Write here</a>					
Qualification gained: <a href="#">Write here</a>					



Employment history		
Name and country of previous employer	Job title and main duties	Start date and Date of departure and reason for leaving
1. Write Here	Write here	Write here
Key achievements in this role: <ul style="list-style-type: none"><li>• Write here</li><li>•</li><li>•</li></ul>		
2. Write here	Write here	Write here
Key achievements in this role: <ul style="list-style-type: none"><li>• Write here</li><li>•</li><li>•</li><li>•</li></ul>		
3. Write here	Write here	Write here
Key achievements in this role: <ul style="list-style-type: none"><li>• Write here</li><li>•</li><li>•</li><li>•</li></ul>		



4. Write here		
Write here	Write here	Write here
Key achievements in this role: <ul style="list-style-type: none"><li>• Write here</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>		
5. Write here		
Write here	Write here	Write here
Key achievements in this role: <ul style="list-style-type: none"><li>• Write here</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>		
When would be the earliest date you could potentially start working for us (include any details of any notice period).  Write here		
Please note here any other employment that you would continue with if you were to be successful in obtaining this role:  Write here		
<b>Please tell us if there are any reasonable adjustments, we can make in order to assist you in your application or our recruitment process (including at interview stage)</b>  Write here		



<b>Recruitment Policy: GMCC aims to employ the best qualified personal based on the merits and abilities of the individual, and to provide equal opportunities for the advancement of employees including promotion and training. Our policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, sex or sexual orientation, age, religion or belief, marital status or civil partnership status, disability, pregnancy or maternity, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.</b>	
<b>References</b>	
Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references	
1. <a href="#">Write here</a>	2. <a href="#">Write here</a>
Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:  <a href="#">Write here</a>	
<b>Personal development</b>	
Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:  <a href="#">Write here</a>	
<b>Criminal record</b>	
Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state.  <a href="#">Write here</a>	

**Data protection statement**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is *attached to this form or can be found at our website in our Vacancies page*.

**Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

I confirm to the best of my knowledge, the information provided on this form is correct and gives a true representation of my qualifications and employment history.

**Signed:** [Write here](#)

**Date:** [Write here](#)

**Print Name:** [Write here](#)

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.