



Position applying for: Moorings Adminstrator/Receptionist

1. Personal Details

Title*: <i>(*Please see guidance notes on back page)</i>	Surname:	Other Names:
Home Address:		
Postcode:		
Home Telephone:	Work Telephone:	
Mobile Telephone:	Email:	
National Insurance Number: <i>(Please provide evidence at interview – see guidance notes)</i>	Date of Birth*: <i>Please see guidance notes)</i>	

2. Education and Training

Qualifications/Examinations Passed (most recent first) <i>(Please provide evidence at interview – see guidance notes)</i>			
Subject	Result	Date	College/School/Awarding Body

Training/Development in Employment (most recent first) <i>(Please provide evidence at interview – see guidance notes)</i>			
Subject/Course	Result	Date	Training Provider

3. Membership of Professional Institutes/Bodies/Reservists

Name of Organisation	Level of Membership	Membership Expiry Date

5. Additional Details

<p>Do you have any unspent criminal convictions? Yes/No <i>(If yes, please give full details)</i></p> <p>Where position requires use of a car for business purposes: Do you have a full driving licence? Yes/No <i>(If yes, please provide evidence – see guidance notes)</i></p> <p>Number of penalty points on your licence:</p> <p>Details of any previous/current driving convictions:</p>

6. Suitability

<p>Why do you think you would be suitable for this position?</p>

7. Leisure Interests

<p>Please indicate your main interests and leisure pursuits:</p>

8. References

<p>Please provide names and addresses of two employment referees (inc. current/last employer) <i>(Please note that no references will be taken up without your prior consent)</i></p>	
Company Name:	Company Name:
Contact Name:	Contact Name:
Department:	Department:
Address:	Address:
Post Code:	Post Code:
Telephone:	Telephone:

9. Declaration

<p>I declare to the best of my knowledge and belief that the information given in this application is correct. I understand that any false or misleading information given either in this application form or in any other documentation completed or verbal statement made during the recruitment process, may render my contract of employment, if I am appointed, liable to termination.</p>	
Signature:	Date:

10. Data Protection

<p>I consent to the information given in this application to be held on file and processed in accordance with the Data Protection Act 1998.</p>	
Signature:	Date:

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

Please complete all areas of the application form in as much detail as possible, using black or blue ink or biro. Where necessary, please use and attach additional sheets. If you fail to supply full details in any of the areas where information is requested, this may render your application invalid or your contract of employment, if you are appointed, liable to termination. If any area of the application form is not applicable to you, please designate N/A.

Section 1: Personal Details

- “Title” and “Date of Birth” – please note that this information is required for administrative processes only and will not be used for recruitment and selection purposes.
- For evidence of National Insurance Number, we will require you to bring an original version of any one of the following documents to an interview, so that we may take a copy for our records:
 - A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service, stating your national insurance number.
 - A passport or national identity card identifying you as a British or European Economic Area citizen, or having the right to abode in the UK.
 - A birth certificate issued in the UK, the Irish Republic, the Channel Islands or the Isle of Man.
 - A letter from the Home Office indicating that you have permission to work in the UK.
 - A work permit or other approval for employment issued by Work Permits UK.

Section 2: Education & Training

- For evidence of Education & Training, please bring original certificates of relevant courses/ qualifications to an interview so that we may keep copies for our records.

Section 5: Additional Details

- For evidence of Driving Licence (if required for position), please bring an original, in date, UK Driving Licence to an interview so that we may keep a copy for our records. You may also be asked to complete a Driver's Declaration.

Section 10: Data Protection

- The Data Protection Act 1998 – Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least 6 months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record.

General:

- Once completed, this form and any attachments should be passed or sent to Annie Willats, Chief Executive's Department
- 20 New Quay Road, Poole Dorset BH15 4AF. (01202) 440210
- Email anniewillats@phc.co.uk