Application form – part 1

Please complete both parts of this application form, plus the Equal Opportunities Form, as fully and as clearly as possible, using black ink pen for hard copies or type.

### Please do not send a CV or any other enclosures.

**Personal information given on part 1 of the application form will be kept separate from part 2 and will not be used in selecting candidates for interview.**

|  |  |
| --- | --- |
| Position applied for | HR Assistant  |
| **Application number (For internal use only**) |  |

|  |  |
| --- | --- |
| **Full name** |  |
| **Address** |  |
|  |  |
| **Postcode** |  |

|  |  |
| --- | --- |
| **Phone** |  |
| **Email** |  |

I confirm that all the information I have given in both parts of this application is, to the best of my knowledge, accurate.

Signature:

(use electronic signature or type) Date:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | - |  |  | - |  |  |

|  |
| --- |
| **Eligible to Work in the UK**Declaration: I confirm that I am eligible to work in the UK**Signature:** ……………………………………………………………… **Date:** ………………………………………. |