[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Job Application Form

Candidate application for a vacant role: personal details, education, work history, skills, references and a right to work declaration.

Role applied for

Field	Entry
Role	**[Role]**
Job reference	**[Job reference]**
Closing date	**[Closing date]**
Where did you see this vacancy	**[Source]**
Earliest date you could start	**[Available start date]**

Preferred contact method (tick one):

☐	Phone	☐	Email
☐	Either		

Personal details

Field	Entry
Full name	**[Full name]**
Home address	**[Home address]**
Town or city	**[Town or city]**
Postcode	**[Postcode]**
Phone	**[Phone number]**
Email	**[Email address]**

Education and qualifications

Qualification	Institution	Year completed	Result or grade
[Qualification]	**[Institution]**	**[Year]**	**[Grade or result]**
[Qualification]	**[Institution]**	**[Year]**	**[Grade or result]**
[Qualification]	**[Institution]**	**[Year]**	**[Grade or result]**

Work history

List your most recent roles first.

[Company name]

Employer	Role	From	To	Main duties
[Employer]	**[Role]**	**[Start date]**	**[End date]**	**[Main duties]**
[Employer]	**[Role]**	**[Start date]**	**[End date]**	**[Main duties]**
[Employer]	**[Role]**	**[Start date]**	**[End date]**	**[Main duties]**

Skills

Skill	Level	Notes
[Skill]	**[Level]**	**[Notes]**
[Skill]	**[Level]**	**[Notes]**
[Skill]	**[Level]**	**[Notes]**
[Skill]	**[Level]**	**[Notes]**

Other skills or languages:

Field	Entry
Other skills or languages	**[Enter details]**

References

Give two people who can comment on your work, such as a previous manager. We will only contact them as described below.

Referee 1

Field	Entry
Name	**[Referee name]**
Relationship to you	**[Relationship]**
Organisation	**[Organisation]**
Phone	**[Phone number]**
Email	**[Email address]**

May we contact this referee before interview?

☐	Yes	☐	No

Referee 2

Field	Entry
Name	**[Referee name]**
Relationship to you	**[Relationship]**
Organisation	**[Organisation]**

[Company name]

Phone	**[Phone number]**
Email	**[Email address]**

May we contact this referee before interview?

☐	Yes	☐	No

Right to work declaration

I confirm that I am legally entitled to work in **[Country]** and that I will provide evidence of this if asked.

☐	I confirm

Do you need a work permit or visa sponsorship to work in **[Country]**?

☐	Yes	☐	No

Declaration and signature

I confirm that the information given in this application is true and complete to the best of my knowledge. I understand that giving false information may lead to my application being withdrawn or an offer being withdrawn.

Field	Entry
Signature	**[Signature]**
Date	**[Date]**