



Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

Please fill in the application form in black ink and use CAPITAL letters.

PERSONAL DETAILS

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify) * * <input type="text"/>	Last Name:	First Name:
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Address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	Post Code: <input type="text"/>

Home Telephone Number: <input type="text"/>	Mobile Telephone Number: <input type="text"/>
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Email Address: <input type="text"/>	NI Number: <input type="text"/>
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Are you free to remain and take up employment in the UK? <i>(You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Convictions/Disqualifications: Have you ever been convicted of a criminal offence? Have you any prosecutions pending?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please give details/dates of conviction(s)/offence(s) which are not spent under the terms of the Rehabilitation of Offenders Act 1974 and the sentence given:

EDUCATION/QUALIFICATIONS

Name/Address of School (11+)	Study Dates	Qualifications and Grades	Dates Obtained
Name/Address of College/University	Study Dates	Qualifications and Grades	Dates Obtained
Ongoing Professional Development	Study Dates	Qualifications and Grades	Dates Obtained

Training & Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including date/length of course/nature of training)

Current membership of any Professional Body/Organisation - (please state level of membership)

Please give details:

EMPLOYMENT HISTORY

Previous Employment: Start with your most recent job and work back. Please include any previous experience (paid or unpaid), together with giving information about any gaps in your employment. Continue on a separate sheet if necessary.

Current or Most Recent Employer

Name of Employer:

Address:

Post Code:

Date From:

Date To:

Position Held:

Reason for Leaving (if no longer employed):

Current Salary/
Salary on Leaving
this post:

Notice Period:

Brief Description of Duties:

Previous Employer

Name of Employer:

Address:

Post Code:

Date From:

Date To:

Position Held:

Reason for Leaving:

Salary on Leaving
this post:

Brief Description of Duties:

<u>Previous Employer</u>	
Name of Employer:	
Address:	
	Post Code:
Date From:	Date To:
Position Held:	Reason for Leaving:
Salary on Leaving this post:	
Brief Description of Duties:	

<u>Previous Employer</u>	
Name of Employer:	
Address:	
	Post Code:
Date From:	Date To:
Position Held:	Reason for Leaving:
Salary on Leaving this post:	
Brief Description of Duties:	

Continue on a separate sheet if necessary; please ensure that you have fully completed this section.

PERSONAL STATEMENT

Please tell us, in under 500 words, why you are interested in this position and what knowledge, skills and attributes you could bring to the job:

REFERENCES

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are:

Reference 1	Reference 2
Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
How is this person known to you:	How is this person known to you:
Do you wish to be consulted before this referee is approached:	Do you wish to be consulted before this referee is approached:
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

No approach will be made to your present employer before an offer of employment has been made to you.

We reserve the right to contact any of your other previous employers within the last three years.

HEALTH

Number of days absent in the last 2 years:

Please state the number of occasions in the last two years:

Please state reasons for illness:

Do you have any mobility or communication requirements that we might need to be aware of at interview? Please give details:

AVAILABILITY

Please tell us if there are any dates when you will not be available for an interview.

Please tell us if you have any forthcoming holidays booked.

Please tell us the earliest date that you would be able to start work for us.

DECLARATION

Statement to be signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree the Reliv Europe Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is truthful and accurate. I have omitted no facts that could affect my employment, and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:

Date:

If you return this form by email, you will be asked to sign your application at interview.

NB. Candidates selected for interview will normally be notified within four weeks of receipt of application. Unfortunately applicants who do not hear from Reliv Europe Ltd must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

Reliv Europe Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.