

Private & confidential

Form AP1



Don't search for it, scoot it!

## Application for Employment

Return this form to:

Scoot

Scoot House, 19 Falcon Court

Preston Farm Industrial Estate

Stockton on Tees TS18 3TU

Post applied For: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Salary Expected \_\_\_\_\_

### Personal Details

Please complete legibly in your own handwriting in black ink

Surname	Forename(s)
Address	Name and Address of Next of Kin
Postcode: Landline:                      Mobile:	Tel No:                      Relationship:
Do you need a work permit for the UK YES/NO	National Insurance No

### EDUCATION

Schools Attended	Dates from/to	Qualifications/grades

Colleges/Universities attended	Dates from/to	Subjects/Qualifications

Other training/membership of Professional bodies/Apprenticeships/Special Courses  
include dates where appropriate

**EMPLOYMENT HISTORY (current or most recent employer first)**

Please include temporary posts and work experience

*Use separate sheet of paper if required*

From/to	Name & Address of Employer	Job Title & Duties	Final Salary & Reason for leaving
			£  Notice Required:

**REFERENCES**Please note here the names, addresses & telephone numbers of two persons from whos we may obtain work experience references. Please provide references from your two **most recent** employers.

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Have you ever been convicted of a Criminal Offence ? YES/NO  
If YES, please give details.

**HOLIDAYS**  
Please give dates of any pre-booked holidays or days off you would need in the next 3 months

**DECLARATION** (Please read this carefully before signing this application)

I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.

I agree that the information provided in this application form may be processed by the employer in relation to my application for this post to assist in the decision making process. I further expressly agree that, should it be necessary to validate any of the information provided herein, the employer may release this information for verification purposes. If successful in my application it is agreed that any information provided will be retained by the employer in a secure confidential file and the contents only used for business purposes subject to my express consent for disclosure where necessary

I have read and understood the statement above.  (please tick)

Name \_\_\_\_\_ Date \_\_\_\_\_