

### **Instructions on completing this Application Form**

- Personal Details – please ensure that you complete each area including contact telephone numbers and email addresses
- General – it is important that you provide up to date information held on your current driving license, which must include all points including ‘spent’ points, i.e. over 4 years old. It is also important that you provide us with two references; we will not contact the named referees until a job offer has been made unless you state otherwise.
- Employment History – this is self-explanatory, if you provide us with a CV please ensure that the dates on your CV match the dates on your application; this avoids unnecessary questions during the sifting and interview process.
- Education and Personal Development – we are interested in any qualifications, training and development you have received in the past years, in particular connected with the position you are applying for.
- Restrictions – if you are working on a visitors visa / holiday visa, please can you indicate to us in this section along with how much longer you have before you need to apply for UK residence or a full UK work permit.
- Competency Application Form – we encourage individuals from all backgrounds to join our organisation. Those who have a sales background will find this area relatively easy to complete. Those who have had limited or no exposure to the sales environment can complete these areas using past and current experiences including social where tangible.
- Equal Opportunities Monitoring Form – this form is for internal use only and has no significance on your application. We are committed to working with a diverse workforce and promote dignity and fairness with all employees. This form enables us to monitor areas under the EOP banner.