

Please complete using block capitals throughout and return this form marked "Private and Confidential" to:

Human Resources Department, G7 Ash Tree Court, Mellors Way, Nottingham NG8 6PY or email to [careers@remit.co.uk](mailto:careers@remit.co.uk)

If your personal circumstances cause any difficulty in completing this form, please contact the Human Resources Department on 0115 9759550 or email [careers@remit.co.uk](mailto:careers@remit.co.uk)

Position Applied For:	Position Reference No. (if known):
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<b>Personal</b>	
Surname and Title (Mr. Mrs. Miss. Ms. etc.):	First Name/s:
Current Address:	
National Insurance No.:	
Contact Number:	Email Address:
Do You Hold a Full Valid Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please specify the categories of vehicle for which the licence is valid:
How Did You Become Aware of This Vacancy?	

Are you permitted to work in the UK in accordance with the Immigration & Asylum Act 1996	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

**'Rehabilitation of Offenders Act 1974 (exemptions) Order 1975'**

Due to the nature of our business your work may involve contact with young people under 18 or vulnerable adults and you may be required to apply to the Criminal Records Bureau (CRB) for disclosure of any criminal record. In this case, your offer of employment will be subject to receipt of a satisfactory disclosure certificate from CRB and the relevant forms will be provided at the offer stage. Further information about the disclosure scheme can be found on [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

Have you been convicted of a criminal offence that is not regarded as spent under the Rehabilitation of Offenders Act 1974?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES please give details on a separate sheet. (You are not required to disclose spent convictions (Rehabilitation of Offenders Act 1974).



<b>Employment History</b>			
Present/Last Employer:			
Nature of Business:			
Address:			
Position Held:			
Main Responsibilities:			
Employment Start Date:		Employment End Date (if applicable):	
Present/Leaving Pay:	£	Notice Period:	
Reason for Leaving:			

<b>Previous Employment</b> (Please give your most recent employment first)				
Date From DD/MM/YYYY	Date To DD/MM/YYYY	Name of Organisation	Position Held (please state if full or part-time)	Brief Details and Reason for Leaving



**Education** (Please list School, College/University or any other FE and Formal Training Received)

Place Studied / Trained	From	To	Qualification(s) Gained, Level & Results Achieved	Date Obtained

**Non-Qualification Training Courses** (Please give details of any non-qualification training courses you have recently undertaken that are relevant to the position for which you are applying e.g. skills development, conferences and seminars. Please continue this section on a separate sheet if necessary)

Duration	Course Title	Brief Details

**Professional Membership/Qualifications**

Awarding Body	Grade of Membership	Date Attained



**Additional Information** (Please add any skills, experience or qualifications that you feel would especially match you to the position you are applying for)

[Empty text area for additional information]

Please state why you are applying for this position and give any other relevant information to support your application.

[Empty text area for application justification]

Please continue this section on the back page if necessary.



**Personal References**

All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. These should prefer two

**PRIVATE & CONFIDENTIAL**  
**Application Form**



**Additional Information**

A large, empty rectangular box with a thin grey border, intended for providing additional information.

Please continue this section on a separate sheet if necessary.