



The **Highfield** Group

# Application form

Please complete this application form in black ink and return it, along with a copy of your CV, to:

[recruitment@highfield.co.uk](mailto:recruitment@highfield.co.uk)

Post applied for: .....

## Personal information

Surname:

Forenames:

Title:

*(Mr, Mrs, Miss, Ms, etc.)*

Previous names (if any):

Current address:

Daytime telephone number:

Do you have the right to take up employment in the UK?

*If no, please provide further details.*

YES/NO

Dates you are **not** available for interview:



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### Other Information

Do you hold a full driving license? If yes, do you have any current endorsements and what are they for?

Do you have any other training, qualifications, skills or personal qualities relevant to the post?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Have you made a previous application to the Company? If so, when was this and what was the outcome?

Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.

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## Other Information continued

Thinking about your past experience and qualifications, what qualities do you feel you would bring to the Company and the post?

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How many weeks' or months' notice do you have to give to your current employer?

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Have you ever been dismissed from any employment? If so, for what reason(s)?

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Have you ever been subject to any disciplinary action? If so, for what reason(s)?

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Please give details of any special arrangements or adjustments you would require to attend interview (this enables us to comply with our obligations under the Equality Act 2010).

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Do you know, or are you related to, any other employees of the Company? If your answer is 'yes', please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them.

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What are your salary expectations?

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### Referees

Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your schoolteacher or higher or further education lecturer. The other should not be a relative or contemporary.

Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so.

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**First referee:**

**Second referee:**



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The Company will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which is included within its Privacy & Cookies Notice in its website, under 'Employees'. The Company will only process your personal data where it has a lawful basis for such processing.

### Declaration

I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed: ..... Date: .....