

## Move On Ltd APPLICATION FORM

### 1. PERSONAL

Surname:		
Forename:		
Address:	Tel No (H)	
	TEL NO (W)	
Post Code:		
Post applied for:		
Where did you see the post advertised?		
Do you have a current driving license?		
Current or Last Salary.(if not currently working)		
Have you previously applied for employment with Move On Ltd?	YES	NO
(If YES, please state post applied for, date and outcome of application)		
Do you have holidays arranged?	Please give details.	

### 2. EDUCATION

School/College	From/To	Qualifications Gained

**3. JOB RELATED TRAINING**

Please detail skills, training courses attended and dates.

Professional or other qualifications, including membership of professional associations.

**4. EMPLOYMENT HISTORY (Starting with Current or most recent employment)**  
**Current Employment**

Employers Name & Address	From/To	Position	Reason for Leaving

Brief description of duties

Please continue overleaf if necessary

**EMPLOYMENT HISTORY Continued**

Employers Name & Address	From/To	Position	Reason for Leaving
Brief description of duties			

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Brief description of duties			

Please continue on separate sheet if necessary.

<b>Please account for any gaps in employment/education</b>
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**5. SUPPORTING STATEMENT**

Please include your motivation for applying for this post and any other relevant information which would support this application

**6. HEALTH DETAILS**

Do you have or have you had, in the past 6 years, any serious illnesses or disabilities?	YES	NO
If YES, please give details		
Are you registered disabled?	YES	NO
Days absent from work due to sickness, in the last 12 months?		

**7. REFERENCES**

List two referees we may contact, one of whom must be your most recent employer. No contact will be made with your present employer without your prior agreement. Do not give details of relatives, partners or friends.

Person to Contact	Company	Telephone Number
1.		
2.		

**8. ENTITLEMENT TO WORK IN THE UK**

If you are successful in your application, you will be required to provide evidence of your entitlement to work in the UK. If you are not a British or Commonwealth Citizen with the right of abode in the UK, or a citizen of any country in the European Economic Area (EEA), you will require a work permit.

	Yes	No
1. Are you a British or Commonwealth Citizen with the right of abode in the UK or a citizen of any country in the EEA?		
2. If NO do you require a work permit to work in the UK		
3. If you have answered YES to question 2, do you have a work permit to work in the UK		

**9. STATEMENT**

I confirm that the information provided by me in this application is true and complete. I understand that incorrect statements could result in termination of employment should I subsequently be employed as a result of submitting this application.

I understand that any offer of employment will be subject to receipt of satisfactory references and a trial period. In certain cases a medical examination may be required.

Due to the nature of this post, the details that you have provided will be subject to an enhanced disclosure.

Signed:.....

Date:.....

Please return this application to:

**Brenda McChlery  
Business & Resource Manager  
Move On Ltd  
3rd Floor  
52 St Enoch Square  
Glasgow G1 4AA**