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| HAWK CONSERVANCY TRUST  Employment Application |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | | | | | | | | | | | | | | | | | | |
| First Name | | |  | | | | | | Last Name | |  | | | | | | | Date | | |  | |
| Address | | |  | | | | | | | | | | | | | | | | | | | |
| Town |  | | | | | | | | County | |  | | | | | | Post code | |  | | | |
| Phone |  | | | | | | | | E-mail Address | | |  | | | | | | | | | | |
| National Insurance No. | | |  | | | | | | | | | | | | | Desired Salary | |  | | | | |
| Position Applied for | | | | |  | | | | | | | | | | | | | | | | | |
| Are you a citizen of the UK? | | | | | | | | YES | | NO | If no, are you authorized to work in the U.K.? (If yes, supply documentation) | | | | | | | | | YES | | NO |
| Have you ever worked for this company before? | | | | | | | | YES | | NO | If so, when? | | |  | | | | | | | | |
| Do you have any current criminal convictions? | | | | | | | | YES | | NO | If yes, please describe | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | |
| School | | |  | | | | | | | Address |  | | | | | | | | | | | |
| From | |  | | To | |  | Qualifications | | |  | | | | | | | | | | | | |
| College | |  | | | | | | | | Address |  | | | | | | | | | | | |
| From | |  | | To | |  | Qualifications | | |  | | | | | | | | | | | | |
| Other | |  | | | | | | | | Address |  | | | | | | | | | | | |
| From | |  | | To | |  | Qualifications | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | |
| Please list one personal and two professional references. | | | | | | | | | | | | | | | | | | | | | | |
| 1, Full Name | | |  | | | | | | | | | | Relationship | |  | | | | | | | |
| Company | | |  | | | | | | | | | | Phone |  | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | |
| 2, Full Name | | |  | | | | | | | | | | Relationship | |  | | | | | | | |
| Company | | |  | | | | | | | | | | Phone |  | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | |
| 3, Full Name | | |  | | | | | | | | | | Relationship | |  | | | | | | | |
| Company | | |  | | | | | | | | | | Phone |  | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | Phone |  | | | | | | |
| Address | |  | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | Starting Salary | | £ | | | Ending Salary | | | £ | |
| Responsibilities | | | | |  | | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | | |
| Company | | |  | | | | | | | Phone |  | | | | | | |
| Address | |  | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | Starting Salary | | £ | | | Ending Salary | | | £ | |
| Responsibilities | | | | |  | | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | | |
| Company | |  | | | | | | | | Phone |  | | | | | | |
| Address | |  | | | | | | | | Supervisor | |  | | | | | |
| Job Title | |  | | | | | | Starting Salary | | £ | | | Ending Salary | | | £ | |
| Responsibilities | | | | |  | | | | | | | | | | | | |
| From |  | | | | To |  | Reason for Leaving | |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | YES | NO |  | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| DATA PROTECTION NOTIFICATION | | | | | | | | | | | | | | | | | |
| The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf. | | | | | | | | | | | | | | | | | |
| **AUTHORISATION:** I have read the data protection notification and I understand and agree to the use of my personal data in accordance with the Data Protection Act 1998. | | | | | | | | | | | | | | | | |  |
| Signature | | | |  | | | | | | | | | | Date |  | | |
|  | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview  may result in my release. | | | | | | | | | | | | | | | | | |
| Signature | | | |  | | | | | | | | | | Date |  | | |