

# Job Application Form

## United Kingdom Accreditation Service

21-47 High Street, Feltham, Middlesex TW13 4UN

Tel: 020 8917 8463 Fax: 020 8917 8663 Email: [humanresources@UKAS.com](mailto:humanresources@UKAS.com)

- ◆ Please complete this application form in black ink as clearly and as fully as you can.
- ◆ The information you give will be treated in the strictest confidence.
- ◆ Do remember that if you are offered the job, the completed application form is part of your contract of employment.
- ◆ Please return the completed form to the HR Manager at the address above.

Which job are you applying for?		Job Reference	Where did you learn about the job?
---------------------------------	--	---------------	------------------------------------

### Please tell us about yourself

Title (Mr/Dr/Mrs etc)	First Names	Surname										
<b>How can we contact you?</b>												
Address for letters		Telephone number at home										
		Telephone number at work										
		Mobile Telephone Number										
Postcode		Private Email Address										
Permanent address if different												
National Insurance Number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> <td style="width: 10%; border: 1px solid black;"></td> </tr> </table>												
Some jobs in UKAS involve driving	(a) Do you hold a full current UK Driving Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>										
	(b) Do you own a car that you would be prepared to use in connection with the job at UKAS?	Yes <input type="checkbox"/> No <input type="checkbox"/>										

### Availability and Interview Arrangements

If you are offered the job, how soon can you take it up?	
If you are disabled, please let us know of any special requirements you need for the interview	

### Referees

Please give the names and addresses of two people, not relatives, we may ask about you. One referee should be a previous employer

Business Referee		Personal Referee	
Name		Name	
Address		Address	
Postcode	Tel No	Postcode	Tel No
May we contact this referee before we interview you? Yes <input type="checkbox"/> No <input type="checkbox"/>		May we contact this referee before we interview you? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Continue on a separate sheet if necessary

**Please tell us about your education and training**

<b>School and College</b>			GCSE/GCE grades obtained
Name & address of School/College	From	To	

<b>University</b>	From	To	Subjects studied	Qualification obtained (indicate mark/grade)
Name of University				

<b>Postgraduate/professional study/training</b>					
From	To	Nature of Study/Training	Where Studied	Subjects studied	Qualification obtained (indicate mark/grade)

Use this space to tell us about other educational/professional activity – eg, membership of professional bodies/institutions, prizes won, papers published

**Continue on a separate sheet if necessary**

**Please tell us about your career**

Give us details about the jobs you have had, starting with your current (or latest job)

From	To	Name of Company & Nature of Business	Position held and nature of duties		
			<table border="1"><tr><td data-bbox="1153 342 1399 456">Salary of current or latest job</td></tr><tr><td data-bbox="1153 456 1399 571">Additional benefits</td></tr></table>	Salary of current or latest job	Additional benefits
Salary of current or latest job					
Additional benefits					

Continue on a separate sheet if necessary

**Please outline any experience you have that you believe is relevant to the job**

--

**Please use this space to summarise your career aims and to indicate why you would like the job you have applied for**

--

**Please use this space to account for any gaps in your education and/or career history**

From	To	Reason for break	What did you do during the break

**Please use this space to add anything to your application**

--

**Finally, please sign and date your application**

I declare that the information that I have given is to the best of my knowledge and belief true and complete

Signed

--

Date

--