

## APPLICATION FOR EMPLOYMENT (FOR EXTERNAL USE ONLY)

RETURN TO: Email: [hr@nvs-ltd.co.uk](mailto:hr@nvs-ltd.co.uk)

<b>Position Applied For:</b>	
<b>Shift Applied For:</b>	<b>Date Available From:</b>

**PERSONAL DETAILS**

<b>Mr / Mrs / Miss / Ms / Dr</b> <i>(delete as appropriate)</i>	<b>Forename(s):</b>	<b>Surname:</b>
<b>Other:</b> .....		
<b>Address:</b>	<b>Home Telephone Number:</b>	
	<b>Mobile Telephone Number:</b>	
	<b>Email Address:</b>	
<b>Postcode:</b>		
<b>How did you hear about our Company?</b>		
<b>If this is a current employee referral, please state name of employee</b> _____		

**EMPLOYMENT DETAILS**

Please provide full details of your employment history, with your most recent employment first.

Dates		Name of Employer	Role Title	Reason for Leaving	Current / Last Rate of Pay
From	To				

**JOB CRITERIA (Skills, Knowledge and Experience)**

Please use the space below to describe how your skills, knowledge and experience fulfil the criteria for this position. Please refer to the job advertisement or job description where you will find details of the skills, knowledge and experience required for the role. An example of your experience could include a description of a situation encountered or task undertaken - in your current role, a previous work situation, or even something relevant that has happened outside of work.

**QUALIFICATIONS AND TRAINING**

Please list your relevant qualifications and training below, including any internal job-related training, e.g. First Aid, FLT. Candidates will be asked to provide original certificates where relevant to the role.

**DRIVING QUALIFICATIONS**

	<b>Yes</b>	<b>No</b>
Do you hold a full UK driving licence?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have your own transport?	<input type="checkbox"/>	
Do you hold any other types of driving licence(s)? <i>If Yes, please provide further details.</i>	<input type="text"/>	

**CONVICTIONS**

Do you have any **unspent** criminal convictions

Yes

No

Guidance regarding unspent criminal convictions:-

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

Please provide details of any **unspent** convictions, including any driving convictions and endorsements, stating how many points (if applicable) you have on your licence. Please provide dates of convictions along with any relevant rehabilitation periods below:

**ADDITIONAL INFORMATION**

NVSL is committed to equal opportunities. If you feel you may require adjustments to the recruitment process to meet the needs of a disability, please detail below:

Please indicate below if there are any dates you would not be available for interview, e.g. holidays

Do you know anyone who currently works for NVSL? If so, please provide their details below:

**PRIVACY NOTICE**

We at National Veterinary Services Limited want to make sure all the personal information we have collected about you is safe and secure whether we collect it through our website at [www.nvsweb.co.uk](http://www.nvsweb.co.uk) or from other sources. To read our full policy, please visit the following link: - [https://www.nvsweb.co.uk/Privacy-Notice-for-Customers-for-products\\_services.pdf](https://www.nvsweb.co.uk/Privacy-Notice-for-Customers-for-products_services.pdf)

**DECLARATION**

I verify that the information provided is correct. I understand that you will make any necessary enquiries to validate the information I have provided. Further, I am aware that any false information deliberately given or withheld in this application or attachments may result in a withdrawal of any subsequent offers of employment and may also result in action being taken under the Company's Conduct and Capability Policy. I understand that I may be required to consent to a criminal background check (DBS) and that further referencing may be required prior to commencement, in order to ensure that I meet all the criteria relevant for this role.

Signed.....Date.....

February 2019