

**“Every Customer Will Recommend Us”**

**EXTERNAL APPLICATION FORM**

**Position:** Choose an item. Click here to enter text.

**Location:** Choose an item.

**First Name:**Click here to enter text. **Surname:** Click here to enter text.

**Address:**Click here to enter text.

**Post Code:** Click here to enter text.

**Email Address:** Click here to enter text.

**Telephone:** Click here to enter text. **Mobile:** Click here to enter text.

**Distance from store/office location:** Click here to enter text.

**Are there any adjustments that you think we should make in the recruitment process to assist you in your application for the position?** Choose an item.

**If ‘yes’, please provide details:**

Click here to enter text.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level of Education** | **From** | **To** | **School, College, University or Academy** | **Examination** |
| **Secondary School** |  |  |  |  |
| **Further Education** |  |  |  |  |
| **Further Education** |  |  |  |  |

**FURTHER TRAINING AND QUALIFICATIONS (i.e. NVQ, occupational qualification or membership of professional institution)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **From** | **To** | **Method of Study** | **Qualification Level** |
|  |  |  |  |  |
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**Employment History**

Please include details of your current or most recent employment, and use the table below to give details of other previous employment.

**CURRENT / MOST RECENT EMPLOYER**

**Name of Business:** Click here to enter text.

**Address:** Click here to enter text.

**Type of Business:** Click here to enter text.

**Telephone:** Click here to enter text.

**Email:** Click here to enter text.

**Present Job Title:** Click here to enter text.

**Pay and benefits:** Click here to enter text.

**Date started:** Click here to enter text.

**Reasons for wishing leaving:** Click here to enter text.

**Notice required:** Click here to enter text.

**Previous Employers**

Please include details of all gaps of employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Business Name & Address** | **From** | **To** | **Job Title/ Type of business** | **Reasons for leaving** | **Pay & benefits** |
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**SKILLS, KNOWLEDGE AND EXPERIENCE**

Please provide a summary of your skills, knowledge and experience which match those required in the job role for which you are applying

Click here to enter text.

**LEISURE INTERESTS**

Include attainments & positions held

Click here to enter text.

**employer references**

Please provide contact information of your three most recent/current employers, not relatives, who would provide a reference to confirm your previous employment. If you are self-employed, please provide the below information for three current clients.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  **(Include name of Business)** |  |  |  |
| **Address** |  |  |  |
| **Job Title** |  |  |  |
| **Telephone** |  |  |  |
| **Email** |  |  |  |

**\*Please** note, your referees will not be contacted prior to any offer being accepted.

**DRIVING LICENCE**

**Do you hold a full UK driving licence?** Choose an item.

**Have you any current endorsements?** Choose an item.

**If “yes” - give details:** Click here to enter text.

**Have you ever had your driving licence withdrawn?** Choose an item.

**If “yes” - give details:** Click here to enter text.

**Do you own a car?** Choose an item.

**CRIMINAL CHARGES**

**How did you hear about this vacancy?** Click here to enter text.

**Posts previously applied for at Capital Hair & Beauty Ltd.?**

Click here to enter text.

**If you have worked for Capital Hair & Beauty Ltd. before,**

**please provide details:** Click here to enter text.

**Date:** Click here to enter text.

**Location:** Click here to enter text.

**Job Title on leaving:** Click here to enter text.

**Reasons for leaving:** Click here to enter text.

**Do you have any previous conviction for a criminal offence?** Choose an item.

**If “Yes”, please provide full details and dates:**

Click here to enter text.

**Do you have any criminal charge pending against you?** Choose an item.

**If “Yes”, please provide full details and dates:**

Click here to enter text.

**SOURCE OF APPLICATION**

**RELATIVE INFORMATION**

**Do you have any relatives currently employed with Capital Hair & Beauty Ltd.?**

Choose an item.

**If yes, please provide details:**

**declaration**

Please read and sign the following declaration:

I apply for employment with Capital Hair & Beauty Ltd. To the best of my knowledge and belief, all the particulars I have given on this form and in any CV which accompanies it are true, complete and correct. I understand that to provide false information in order to gain employment and / or to pro­vide any false statements may disqualify me for consideration or render me liable to dismissal.

I give my consent for the Company to hold my personal data within the principles if the General Data Protection regulation (GDPR).

I understand that a copy of Capital’s Candidate Privacy Notice (compliant with GDPR) is available on the Company website [www.capitalhairandbeauty.co.uk](http://www.capitalhairandbeauty.co.uk) in Job Opportunities.

Signed Click here to enter text. Date Click here to enter a date.

Please return to:

HR Department

Capital Hair and Beauty Ltd.

Crowhurst Corner

Brighton

BN1 8AP

Email: [recruitment@capitalhb.co.uk](mailto:recruitment@capitalhb.co.uk)