**EXTERNAL APPLICATION FORM**

**Position Applied For:** Choose an item.

**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/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.

**Employment History**

Please include details of your current or most recent employment, and use the table below to give details of other previous employment. If this information is already on your CV, please write “See CV” in the box below.

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

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

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

**Previous Employers**

Please outline details of your previous employers. If the information is provided on your CV, please write “See CV” in the relevant box.

**Please also include details of all gaps of employment.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Business Name** | **Dates of Employment** (including months) | **Job Title** | **Reasons for leaving** | | **Pay & benefits** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. |
|  |  |  |  | |  |
|  |  |  |  |  | |
|  |  |  |  |  | |

**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

**EDUCATION**

Please provide details of your education. Please also provide details of any further training (i.e. NVQ, occupational qualification or membership of professional institution)

|  |  |  |
| --- | --- | --- |
| **Level of Education** (i.e. Secondary school, College, University) | **Qualification/Grade(s) achieved** (i.e. GCSE’s, Grades A-C | **Year Completed** |
|  |  |  |
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|  |  |  |

**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)** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Address** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Job Title** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Telephone** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Email** | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**\*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:**

**Have you ever had your driving licence withdrawn?** Choose an item.

**If “yes” - give details:**

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

**CRIMINAL CHARGES**

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

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

**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**

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

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

**If you have worked for Capital Hair & Beauty Ltd. before, please provide details:**

**Date:** **Location:**

**Job Title on leaving:**

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

**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.

I authorise the Company to obtain references from any of the above employers once a conditional offer has been made and accepted and release the Company and referees from any liability caused by giving and receiving information.

**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)