

General guidance notes

This form **must only be completed** if:

- the vacancy instructs you to do so; or
- you have discussed the vacancy with a Jobcentre Plus member of staff.

You must save a copy of this form to your computer before completion. It must not be completed on-line.

Either the vacancy or a Jobcentre Plus member of staff will tell you how and where to send your completed form. Remember to keep a copy of your form, as it will be a useful reminder if you are invited to an interview.

Answer all sections giving specific information that is relevant to the job you are applying for. Avoid using 'Not applicable' (n/a).

If you have difficulty filling in this form, ask someone at Jobcentre Plus to help you.

For overseas vacancies only you must have a valid passport or EEA ID card. You can send a CV with the form instead of filling in sections 6 and 7. If the employer asks for copies of documents, do not send the originals.

Guidance for completion of this application form

Vacancy Details Section

Ensure you have all the details from the vacancy before completing.

Sections 1-4

Complete with factual information.

Section 5

Give details of driving licences held ie. Motorcycle, car, HGV, PSV. Also declare details of any points on your licence.

Section 6

Give details of previous employment **starting with the most recent first**. Give as much detail as possible about your duties in each job, highlighting anything that is particularly relevant to the job you're applying for. Use a separate sheet of paper if necessary.

Section 7

Give details of universities, colleges, schools or other training places you have attended **starting with the most recent first**. List any examinations you took and the grades and results you achieved.

Section 8

You must complete this section if you are applying for an overseas vacancy.

Section 9

This section is a very important because it gives you the opportunity to sell your skills to the employer. You should include any relevant information that you feel makes you particularly suitable for the job you are applying for. This may include previous experience, voluntary work, hobbies, language skills and other relevant qualifications. If you have no formal qualifications, mention what you were good at or particularly enjoyed at school.

Section 10

If there is an age limit on the vacancy you must mark this box to confirm that you meet the age requirement.

Section 11

Give the names, addresses, telephone numbers and occupations of two people who will act as character referees for you. This is usually a previous employer or someone whom you have known for at least 5 years such as a family friend or neighbour, but not a relative. Please check with the people that they are willing to provide a reference for you before entering their details on the form.

Section 12

Tell us in this section about any special arrangements you need if you are invited for an interview.

Section 13

Sign, date and print your name in the boxes provided.

Note on printing:

On printing, you may see the following system message 'the margins of section 1 are set outside the printable area of the page. Do you want to continue? **Click on 'Yes'** to continue.