

Please contact us if you need the application form in an alternative format or if you need any adjustments for interview. Short listing will be based on the information gathered from this form, read in conjunction with the job description. Given the number of responses, we are unfortunately unable to reply to all applicants. Accordingly, if you do not receive a response to your application within 10 working days of the closing date, please assume that your application has been unsuccessful.

Please return this form to: [careers@mailsolutions.com](mailto:careers@mailsolutions.com)

- Please print clearly
- Answer all questions honestly and truthfully, completing all sections accurately
- Read the declaration and date protection sections
- Sign and date the form

<b>POSITION APPLIED FOR</b>	
Salary expected	£ _____ per annum / hour (please circle)
Where did you hear of this position?	
Date available for employment	
Notice period required by current employer	
Have you worked for this company before? If so please give details.	
Details of any other employment or business interests	
Are there any restrictions (restrictive covenants) from your current/previous employer which will affect your ability to work for us? If so please provide details.	

<b>PERSONAL DETAILS</b>	
Title	Postcode
First name	Email address
Middle Name(s)	Telephone number(s)
Surname	Mobile:
Address	Home:
	National Insurance No.

<b>ELIGIBILITY</b>	
<p>To comply with the Immigration, Asylum and Nationality Act 2006, if you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport, ID card or other relevant travel document or, if none of these are available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as a P45, P46, P60 or a payslip. Any offer of employment will be withdrawn or revoked unless such evidence has been produced.</p>	
Are you eligible for employment in the UK, in accordance with the above Act?	
Do you have proof of eligibility to work in the UK?	
Do you require a Work Permit to work in the UK?	
If so, please give Work Permit number	

<b>ADDITIONAL PERSONAL DETAILS</b>	
Do you have a relevant current valid full UK driving licence?	
Provide details of any endorsements / pending endorsements / fines or convictions	
Do you have your own transport?	
If yes, are you willing to use it upon company business?	
Have you ever been convicted of an offence which is not regarded as "spent" under the Rehabilitation of Offenders Act 1974?	
If applicable, do you consent to the Company undertaking a DBS check to obtain a certificate of any criminal records you may have?	

<b>REFERENCES</b>
Please provide the full names and addresses of two referees (not relatives or friends), which should preferably be previous employers, whom we may contact with regard to your application. All offers of employment are strictly subject to satisfactory references being received.

<b>Reference 1</b>	Name		Address	
	Telephone			
	Occupation			
	Capacity and period known to you			

<b>Reference 2</b>	Name		Address	
	Telephone			
	Occupation			
	Capacity and period known to you			

Have you any objection to these references being obtained prior to interview?

<b>EMPLOYMENT HISTORY</b>			
Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so.			
<b>Name &amp; address of present / most recent employer</b>			
Start date		End date (if applicable)	
Type of business		Job title	
Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/ responsibilities			
Reason for leaving			

<b>Name &amp; address of previous employer</b>			
Start date		End date (if applicable)	
Type of business		Job title	
Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/responsibilities			
Reason for leaving			

<b>Name &amp; address of previous employer</b>			
Start date		End date (if applicable)	
Type of business		Job title	
Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/responsibilities			
Reason for leaving			

**PROFESSIONAL QUALIFICATIONS / TRAINING / BODIES / INSTITUTES**

Establishment/Organisation/Course	Date(s)	Level(s) Gained

**EDUCATION / QUALIFICATIONS**

Please note, original certificates will be requested. Please continue on a separate sheet if necessary.

Establishment/Organisation/School	Subject(s)	Qualification(s) / Grade(s) Obtained

**SKILLS AND EXPERIENCE**

Please outline clearly the skills, knowledge and experience you have gained and how it would enable you to undertake this post effectively and/or activities outside of work that you feel are relevant to the post (e.g. voluntary, freelance, project work, etc.). Please continue on a separate sheet if necessary.

**INTERESTS AND OTHER RELEVANT INFORMATION**

Give details of any leisure interests/hobbies you have and/or any further information which you think may assist us in considering your application. Please continue on a separate sheet if necessary.

**DECLARATION**

I declare that the details I have given either in writing on this form (including in any medical questionnaire) or verbally (including at interview) are completely truthful and correct. Any misrepresentation, false, misleading or inaccurate information given by me will be sufficient grounds for revoking any offer of employment, or dismissal without notice if I am employed.

I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and I agree that such checks may be made by the Company.

I give permission for my referees as stated above to be contacted and understand that any offer will be subject to receipt of satisfactory references by the Company, evidence of qualifications and of identity and work status.

**DATA PROCESSING**

I hereby give my consent to the Company processing the data supplied on this application form including special categories of data for the purpose of recruitment and selection.

I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

I confirm that I have been provided with a copy of the Company's GDPR privacy notice for candidates.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

You may include a C.V. with this application which is also subject to the above declaration.