



Position Applied For

## JOB APPLICATION FORM

Please ensure that all parts of the application are completed in BLOCK CAPITALS.

### CV & COVERING LETTER

Please attach an up to date copy of your CV and a personal statement in support of this application.

First Name

Middle Name

Last Name

National Insurance Number

Address

  
  

Email Address

Mobile Phone Number

Date of Birth

Gender

### ELIGIBILITY TO WORK IN THE UK & IRELAND.

You must be able to provide original documentation if asked as evidence of your entitlement to work in this country. Failure to do so will invalidate your application. Please confirm which of the following you have;

British Passport or UK birth certificate & letter

Certificate of registration as a British Citizen EEC

Passport showing right to live & work in the UK

Passport or identity card plus required work registration letter

Non-European passport with relevant work visa

Any other document proving your eligibility to work in the UK

[www.TheAdelaide.group](http://www.TheAdelaide.group)

The Adelaide Group | City Gates Centre | 39 Cowgate | Norwich NR2 4JB

The Adelaide Group. Registered company number: 11847992. A company limited by shares having shared capital.

**DRIVING**

We may require an employee to have a full UK driving license. If you have a full UK driving license and are able to drive at work, please provide your license number and expiry date, as well as the license plate number of your current vehicle, if applicable.

Driving License Number

Expiry Date

Vehicle License Plate Number

**EDUCATION & TRAINING**

If you have completed any formal or information education and training, please let us know below.

UNIVERSITY, COLLEGE, SCHOOL OR OTHER	COURSE & QUALIFICATIONS ACHIEVED

**REFERENCES**

If possible, please provide two references of previous positions held. Paid employment or voluntary positions are both acceptable.

COMPANY	POSITION	CONTACT NAME	CONTACT NO/EMAIL

**PREVIOUS EMPLOYMENT**

Please list any previous employers or voluntary positions.

EMPLOYER/BUSINESS/COMPANY & POSITION HELD	YEAR STARTED & YEAR ENDED

**DISABILITIES**

If you require any particular arrangements when attending an interview, please let us know below.

**IF YOU HAVE A DISABILITY AND WOULD LIKE A GUARANTEED INTERVIEW, PLEASE SELECT THIS BOX.**

*Please note, this does require that you meet the minimum requirements for the job you are applying for.*

**DO YOU HAVE ANY DISABILITIES THAT WILL AFFECT HOW YOU WORK THAT YOU WOULD LIKE US TO KNOW ABOUT?**

You are not required to share any details about your disabilities, unless you feel they will affect how you work. Please let us know what we can do to help make things easier for you at work.

DISABILITY	HOW WE CAN HELP

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Please tick this box to confirm all the information you have written is correct to the best of your knowledge.

*I confirm all information I have provided to be correct to the best of my knowledge.*

Do you agree for The Adelaide Group to process and store this data in compliance with current Data Protection and GDPR laws for the purpose of processing your job application?

*I agree.*

Signature

Application Date

**Please email your completed job application form, CV and covering letter to [enquiries@theadelaide.group](mailto:enquiries@theadelaide.group). Thankyou.**