

# APPLICATION FOR EMPLOYMENT



So you want to join the Bonacia family? We don't blame you, it's an amazing place to work! Not only are we a fun and friendly bunch, Bonacia is a growing company and exciting to be part of.

We like to be a bit different round here so we don't accept CVs for our vacancies, we think it's best for everyone to have a level playing field and use a good old-fashioned application form.

Please fill in the application form and return it to our HR department by the deadline date advertised, you can either email it to [recruitment@bonacia.co.uk](mailto:recruitment@bonacia.co.uk), post it to us or even pop it in, our address is HR Department, Bonacia Ltd, Remus House, Coltsfoot Drive, Peterborough, PE2 9BF.

**Current employees must complete the Internal Application Form, which is available on the Intranet.**

Post applied for:	
Where did you see this role advertised?	

## Section 1. About You

Title: Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/>	Forename(s):		
Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: <input type="checkbox"/>	Surname:		
Current Address:	Home Tel:		
	Mobile Tel:		
	Email:		
	NI Number:		
Postcode:			
Are there any restrictions on your taking up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES, please provide details:			
Have you lived or worked outside the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES, please provide details:			
Do you have any family or friends that already work at Bonacia?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES, please provide details:			

## Section 2. Employment History

Please start with your current or most recent employer and include details of all former employers since leaving full-time education. Any gaps between employment or between finishing school/training and employment should be explained (see section 3).

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Notice period:
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for seeking other employment:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Name and address of employer:	Start Date (MM/YY):
	End Date (MM/YY):
	Salary:
Job title:	Benefits:
Brief summary of role and responsibilities:	
Reason for leaving:	

Please continue on a separate sheet of A4 paper if necessary and attach to this Application Form

### Section 3. Gaps in Employment History

If there are any gaps in your employment history since leaving full-time education (e.g. gap year, unemployment, study), please provide details including dates.

Start Date (MM/YY)	End Date (MM/YY):	Reason:

### Section 4. Education and Qualifications

Name of School/College/ University:	Dates attended		Qualification(s) attained (subject, level and grade)
	From:	To:	

Please continue on a separate sheet of A4 if necessary, and attach to this Application Form

### Section 5. Other Courses or Professional Development

Name of course, where completed and qualification attained:	Date completed(MM/YY):

Please continue on a separate sheet of A4 if necessary and attach to this Application Form

## Section 6. Suitability

This is your chance to sell yourself; tell us why you are applying for this role and what makes you perfect for it ...

## Section 7. Personal Interests

## Section 8. Referees

Please provide the names and contact details, including telephone and email address, for three referees who can comment on your suitability for this role. **One referee must be your current or most recent employer or, if you have not been employed, your college or school tutor.**

### Referee 1. Current or most recent employer

Name:	Job Title:
School/Company:	May we contact prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>
Address:	
	Postcode:
Email:	
Tel:	Mobile:

### Referee 2.

Name:	Job Title:
School/Company:	May we contact prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>
Address:	
	Postcode:
Email:	
Tel:	Mobile:

### Referee 3.

Name:	Job Title:
School/Company:	May we contact prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>
Address:	
	Postcode:
Email:	
Tel:	Mobile:

## Section 9. Declaration

I declare that the information given on this Application Form is true and correct, to the best of my knowledge. I consent to Bonacia processing the information given on this form, as necessary during the recruitment and selection process. I understand that if my application is successful the information provided in this form (together with any attachments) will be retained on my personnel file; if my application is unsuccessful, all documentation relating to my application will be destroyed after six months.

Signed:	Date:
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