



JOB APPLICATION FORM

This is a confidential controlled document and is the property of Marlyn Recruitment

MARLYN RECRUITMENT IS AN EQUAL OPPORTUNITIES EMPLOYER

All information provided will be treated in the strictest confidence.

Supply of Healthcare Assistants, Administrative Workers, Hospitality Staffs & Cleaning Operatives.

Please use the appropriate mixture of capital and lowercase letters in standard written text. Where there is YES/NO tick the right answer.

1. Application Form

Position applied for	
Employment Start Date	
Salary Expectations	

2. Prepared for Work

Full time	YES / NO	Part time	YES / NO	Shift work	YES / NO
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3. Personal Details

Full name			Title	
Any previous names				
Address <i>If you have been registered as living at any other address in the past 5 years, please include details at the end of this form</i>				
Telephone numbers	Home			
	Mobile			
Email address				
National insurance number				
Passport number			Issue Date	
Do you own a car?	YES / NO	Have a current licence?	YES / NO	
If yes, licence type	Provisional / Full			
Driving licence number				
Do you have any current driving convictions	YES / NO	If yes, give details including dates		
Where did you hear about Marlyn Recruitment?				

4. Secondary Education

School name, address and date attended	Examinations (subject, result, etc.)

5. Further Education and Training

University/College and date attended	Type of course	Subjects	Qualification or class of degree

6. Occupational Qualifications

College/Institute or other name and date attended	Qualification/Level

7. Membership of Professional Body

Name	Level	Date

8. Languages

Do you speak or read a foreign language?	YES / NO
If yes, give details	

9. Previous Employment



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A full work history is required explaining any gaps in employment.

Present/Last Employer				
Address				
Job Title				
Duties/Responsibilities				
Start Date		End date		
Reason for leaving				
Employers name & address	Job title	From (month & year)	To	Reason for leaving

10. General



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Interests/hobbies (give details of pastimes, sports, etc)	
Offices held in social/sports clubs, etc	
Public duties (local councillor, etc) undertaken	
If offered this position, will you continue to work in any other capacity?	YES / NO
If yes, give details	

11. Permission to Work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	YES / NO
If you are successful in your application, would you require permission to work in the UK?	YES / NO

12. Community/Volunteer Experience

Name and address of organisation	Position/Title	Duties

13. Next of Kin/ Emergency Contact (NOK)

Emergency contact name	
Relationship to you	
Contact number	
Emergency contact name	
Relationship to you	
Contact number	

Marlyn Recruitment will hold this information on file for use in an emergency. We hold this data under the General Data Protection Regulations ‘Legitimate Interest’. We strongly recommend that you make your NOK / Emergency Contact aware we hold their data, and you then direct them to the above statement.

14. Referees



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Work reference 1 (most recent employer) – not members of your own family

Name	
Address	
Organisation	
Occupation	
Telephone number	
Email address	

Work reference 2 – not members of your own family

Name	
Address	
Organisation	
Occupation	
Telephone number	
Email address	

Work, personal or educational – not members of your own family

Name	
Address	
Organisation	
Occupation	
Telephone number	
Email address	



Ver: 03

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Rev Date: Apr 2025

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Requires that any staff handling personal data must follow certain principles in relation to the data that they hold. Individuals have rights of access to data that is held and rights to claim for damages if various offences occur. This covers all records.

In implementing this legislation, Marlyn Recruitment adopts a simple and straightforward policy.

If you are unsuccessful in obtaining employment with Marlyn Recruitment, we would like to keep your data on file in case other suitable job vacancies arise in the Company for which we think you may wish to apply. You are free to withhold your consent to this and there will be no consequences for withholding consent.

Your details will be kept on file for 36 months.

I would like for Marlyn Recruitment to keep my details on file in case other suitable roles become available: YES / NO

If you choose not to have your details on file with us your application form will be held for 2 months and will only be referenced to explain our reason for not offering you a position at the relevant time.

If you would like to withdraw your consent to Marlyn Recruitment keeping your data on file, please contact us on info@marlynrecruitment.com at any point.

Date of previous application	
Previous position applied for	
Did the application go through to interview	YES / NO
If yes, what was the outcome	

Criminal Record Check

I have completed / will complete an application for a criminal record check and can further state that to the best of my knowledge and belief, there will not be any positive disclosure made that will preclude me from working with vulnerable adults or children.

I also give permission for a copy of the disclosure to which I am subject, being made available to a named authorised person upon written request, who acts on behalf of a National Government or Local Government Department for auditing purposes.

Name:

Signature:

Date:



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It is Marlyn Recruitment’s policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age, or disability.

I authorise Marlyn Recruitment to obtain references to support this application once an offer has been made and accepted and release Marlyn Recruitment and referees from any liability caused by giving and receiving information.

DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

Name:

Signature:

Date:

Please complete the additional forms: **equal opportunities monitoring form, health declaration form and applicant profile - availability and work history**

Thank you for completing the application form. Please return this document to:

Marlyn Recruitment
Unit 12 Town Quay Wharf
Barking, UK
IG11 7BZ

Alternatively, you may email the completed application form to: info@marlynrecruitment.com

If you need to discuss any questions within this application form, please contact Marlyn Recruitment on [07930 173 518](tel:07930173518)

Previous registered home addresses in the last 5 years:



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Address	Date from	Date to



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OFFICE USE ONLY:

Application form assessed by:

Name:	
Position:	
Signature:	

Based on the completed application form, is the person successful to proceed with the interview?	Yes		No	
If 'No', please explain the reason why:				

<p>Make sure a rejection letter is issued and sent to any unsuccessful applicant.</p> <p>Successful candidates should be invited to the interview and invitation letter needs to be sent out.</p>
Signed:
Date:
Notes: