

## AES Application Form

Please return your completed application form to:  
Mrs Catherine Clarke  
AES Limited, 6 Freeport Office Village, Century Drive, Braintree, Essex, CM77 8YG  
Email: [Catherine.clarke@aesglobal.co.uk](mailto:Catherine.clarke@aesglobal.co.uk)

### Section 1 – Personal and Post details

#### Personal Details

Last name and title: \_\_\_\_\_ First name (s): \_\_\_\_\_

Previous names: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home telephone no: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Home email address: \_\_\_\_\_

Work telephone no: \_\_\_\_\_ Work email address: \_\_\_\_\_

Address:

National Insurance no: \_ \_\_\_\_\_

#### Post Details

Application for appointment as: \_\_\_\_\_

Closing date: \_\_\_\_\_

Do you have the right to work in the UK? Yes  No

#### How did you find out about the vacancy?

Internet  Agency  Local press

Social Media (please specify) ? \_\_\_\_\_

Other (please specify) ? \_\_\_\_\_

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### Section 2 - Present Employment (if currently employed)

|   |
|---|
| Employer's name and address (if applicable): _____                                      |
| Nature of business: _____   |
| Current post title: _____ Date appointed: _____   |
| Grade/salary range: _____ Current salary: £ _____                                       |
| Allowance(s) received: Type(s) _____ Value(s): £ _____                                  |
| Notice required: _____  |
| Reason for leaving: _____   |
| Please tick the box if you do not wish to be contacted at work <input type="checkbox"/> |

|  |
|--|
| Brief outline of duties in your current or most recent job |
|--|

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### Section 3 - Previous Employment

Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

| Employer | Start date | End date | Job Title | Salary/Grade | Reason for leaving |
|----------|------------|----------|-----------|--------------|--------------------|
|          |            |          |           |              |                    |

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### **Section 4 - Breaks in Employment History**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, career break, voluntary work, training.

| Start Date | End Date | Reason for Break |
|------------|----------|------------------|
|            |          |                  |

### **Section 5 - Ability to travel (if required)**

Do you have a valid driving licence?

Do you have access to a vehicle which you are able to use for work purposes?

If not, are you able to travel, for work purposes, by another means of transport?

Are you registered disabled?

RDP No: \_\_\_\_\_

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### Section 6 - Secondary School Education

| School | From | To | Qualifications/subject obtained and awarding body | Grade | Dates |
|--------|------|----|---|-------|-------|
|        |      |    |   |       |       |

### Section 7 - Continuing Education

University/College/Apprenticeships etc. Please list most recent first

| Education Establishments | From | To | Qualifications/subject obtained and awarding body | Grade | Dates |
|--------------------------|------|----|---|-------|-------|
|                          |      |    |   |       |       |

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### **Section 8 - Professional Qualifications**

Please list any professional qualification you have below:

|  |
|--|
|  |
|--|

### **Section 9 - Other relevant training and development activities**

Please list the activities you have attended in the last five years with the most recent first and continue on a separate sheet if necessary.

| Brief description/Course title | Date | Organising Body |
|--------------------------------|------|-----------------|
|                                |      |                 |

### **Section 10 – Personal Interests**

Please give brief details of any hobbies/interests that you have:

|  |
|--|
|  |
|--|

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## Section 11 - Information in support of this application

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary).

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### Section 12 – References

Please give the name and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

|   |                   |
|---|-------------------|
| 1) Title: _____   | 2) Title: _____   |
| First name: _____   | First name: _____ |
| Last name: _____  | Last name: _____  |
| Address: _____  | Address: _____    |
| 1)<br>Position : _____<br>Telephone number: _____<br>Relationship between referee and applicant: _____<br>Period of time applicant known to referee: _____<br>Email address: _____<br>Note: (i) Referees will be contacted before interviews. |                   |
| 2)<br>Position : _____<br>Telephone number: _____<br>Relationship between referee and applicant: _____<br>Period of time applicant known to referee: _____<br>Email address: _____<br>Note: (i) Referees will be contacted before interviews. |                   |
| (ii) If either of your referees know you by another name please give details.   |                   |
| (iii) AES may contact other previous employers for a reference without your consent.  |                   |
| (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.   |                   |



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### Section 13 – Declarations

Please read the following statements and information relating to your application carefully. By submitting this form and clicking on the box below you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by AES which may result in dismissal.

#### **Declaration**

I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

#### **Data Protection**

I acknowledge that by completing this form AES will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that AES will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant, I acknowledge that this information will be retained in line with AES retention schedule.

If I am not the successful candidate, I acknowledge this information will be retained by AES in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by AES in line with their data protection policy.

Thank you for applying for this post and your interest in working for AES.

It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process please contact the above mentioned.

### Section 14 – AES Acknowledgement

By signing this AES has acknowledge receipt of the information provided by the Job Applicant:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_