



**Job Application Form**

<b>Position Applied for:</b>	Credit Controller – Leeds Head Office
<b>Closing Date:</b>	Thursday 28 <sup>th</sup> November 2024 at 5pm

Personal Details	
<b>Full Name:</b>	
<b>Address:</b>	
<b>Preferred contact number:</b>	
<b>Email Address:</b>	
<b>National Insurance Number (optional):</b>	

Employment History			
Please list your previous employment history, beginning with your most recent position			
<b>Employer name and address:</b>			
<b>Job title:</b>			
<b>Dates employed</b>	From:		To:
<b>Responsibilities</b>			
<b>Reason for leaving</b>			

<b>Employer name and address:</b>			
<b>Job title:</b>			
<b>Dates employed</b>	From:		To:
<b>Responsibilities</b>			
<b>Reason for leaving</b>			

<b>Employer name and address:</b>			
<b>Job title:</b>			
<b>Dates employed</b>	From:		To:
<b>Responsibilities</b>			
<b>Reason for leaving</b>			

[Please continue on a separate page if you need to add further employment history]

Education	
Please list the qualifications which are relevant to the role which you are applying.	
<b>Name of School/College/University:</b>	
<b>Level of qualification earned: e.g. GCSE/A-Level/Degree:</b>	
<b>Date achieved:</b>	
<b>Subject or field of Study:</b>	

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[Please continue on a separate page if you need to add further education information]

**Physical Requirements, Skills, Qualities and Qualifications  
At Recruitment Stage**

Please help us understand why you would be a good candidate for the role by providing a summary of how you meet each of the essential and each of the desirable criteria as outlined in the job description.

This information will be used to determine which candidates will be selected for interview.

**Essential Criteria:**

**Desirable Criteria:**



**References**

Please provide two referees, one should be your most recent employer and the other a personal referee who can comment on you work ethic and personality.

**Work Reference**

<b>Name:</b>	
<b>Relationship:</b>	
<b>Phone number:</b>	
<b>Email address:</b>	

**Personal Reference**

<b>Name:</b>	
<b>Relationship:</b>	
<b>Phone number:</b>	
<b>Email address:</b>	

**Proof of Right to work in the UK**

By law you are required to prove your right to work in the UK to your employer before you start working for them.

If you are successful at interview stage you will be required to provide documentation as evidence of this. Details of the acceptable documentation will be provided to you upon an offer of employment. Further details in connection with this can be found on the .gov website.

<b>Do you have the legal right to work in the UK?</b>	Yes/No (Delete as appropriate)
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**Equal Opportunities**

Duftons are committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or any other protected characteristic.

Should you require any reasonable adjustments to be made to the interview process, or should you have any physical access requirements, once you have been invited to interview please inform us and the HR team to make contact with you.

**Availability**

Please include any dates that you are unavailable for interview.	
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**Criminal Record Self Declaration**

If you are successful with your application and subsequent interview, you will be required to disclose any unspent cautions or convictions under the Rehabilitation of Offenders Act 1974.

**Recruitment Process**

Should your application be successful at shortlisting stage you will be invited to interview. Unfortunately, due to the volume of applications received, it is not possible to respond to unsuccessful applicants. Therefore, should you not hear anything within 4 weeks of the closing date, please assume you have been unsuccessful with your application.

**Declaration**

I certify that all information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in disqualification from employment or termination if employed.

**Signed:** (A digital signature is acceptable when submitting via email).

**Date:**

Thank you for your interest in joining our team. We appreciate the time you have taken to complete this application.