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Template of a job application form

Personal details

Please provide all necessary information.

- Full name
- Title (e.g. Mr/Mrs/Ms/Dr)
- Address
- Postcode
- Mobile telephone number
- Email
- Are you eligible to work in the UK? (Yes/No)
- Do you require a work visa? (Yes/No)
- Do you hold a full UK driving licence? (Yes/No)

Education and qualifications

List your qualifications and provide necessary information with sufficient detail. Ensure your answers clearly demonstrate your skills and experience.

- Institution
- Qualification
- Dates attended

Note: *Be sure to include your relevant educational background that supports your application and demonstrates your suitability for the position.*

References

Provide contact details for referees. Make sure all necessary information is included and your answers are clear and detailed.

- Name
- Position
- Relationship
- Contact details

Additional information (optional)

Use this section to provide any other information or additional information that supports your application, such as motivations, relevant skills, achievements or clarifications. This is your opportunity to add detail that may help distinguish your application.

Personal statement or cover letter (optional)

You may include a personal statement or cover letter to showcase your relevant experience, align your skills with the role, and demonstrate your personality. This section allows you to provide detailed answers to [competency-based questions](#) and explain why you are a strong fit for the position.

Employment history

Present employment

- Employer name
- Address
- Postcode
- Job title
- Dates of employment
- Current salary (optional)
- Reason for leaving (if applicable)

Previous employment

For up to three previous roles:

- Employer name
- Address
- Postcode
- Job title
- Dates of employment
- Reason for leaving

Application questions

1. Why do you want to work at this company?
Provide a detailed response that describes your motivation and demonstrates your knowledge of the company and its values.
2. Briefly outline your skills and experiences that make you a good fit for this role.
In your answer, describe your relevant experience and highlight the specific skills that match the job requirements.
3. What is your biggest professional achievement so far?
Answer this question by describing a specific achievement, including the detail of what you accomplished.

Note: when responding to [application questions](#), always provide detailed answers that describe your knowledge, demonstrate specific skills and clearly answer each question.

References

For two professional referees:

- Full name
- Organisation name
- Job title/relationship to you
- Email address
- Contact number

Note: before providing referee contact details, ensure you have obtained permission from your prospective employer to contact your referees. Be aware that background checks, including verification of employment history and criminal records, may be conducted by the prospective employer as part of the hiring process.

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