Worked example - a fictional applicant. Replace every detail with your own.

Job application form

Application for: Kitchen Assistant - Riverside Community Cafe

1. Role

Position applied for	Kitchen Assistant	**Where you saw it**	Local jobs board
Earliest start date	04/01/2027	**Notice period**	2 weeks

2. Personal details

Full name	Jordan Ellis	**Phone**	07700 900456
Email	jordan.ellis@example.com	**Address**	12 Example Street
Town and postcode	Anytown AB1 2CD	**Right to work in the UK?**	Yes

3. Employment history (most recent first)

Dates	Employer and job title	Main duties and reason for leaving
03/2024 - present	Sample Kitchens Ltd Commis Chef	Food prep, cleaning down, stock checks. Looking for a role closer to home.
06/2022 - 02/2024	Corner Cafe Cafe Assistant	Served customers, made sandwiches. Left to start a course.
09/2020 - 05/2022	Example Pizza Delivery Driver	Delivered orders on time. Seasonal job.

4. Education and training

Dates	School, college or provider	Qualification and grade
2022 - 2024	Anytown College	Level 2 Professional Cookery - Merit
2018 - 2020	Example High School	GCSEs including English and maths

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5. Why are you applying?

I enjoy working in a busy kitchen and I like cooking fresh food from scratch. The cafe's focus on the community appeals to me. I am reliable, hygienic and used to early starts. I hold a Level 2 food hygiene certificate and can work weekends.

6. References

Name and job title	Organisation and address	Phone or email
Sam Taylor Head Chef	Sample Kitchens Ltd 4 Sample Road, Anytown	sam.taylor@example.com
Alex Morgan College tutor	Anytown College Example Lane, Anytown	01632 960234

May we contact referees before an offer? No - after an offer only

Anything we should know about adjustments for interview? None

7. Declaration

I confirm that the information I have given is true and complete to the best of my knowledge.

J Ellis — *Signed*

16/11/2026 — *Date*

Equal opportunities monitoring (optional - detach and keep separate from this form)
Optional. If you collect monitoring information, keep it separate from the application and away from shortlisting. Add your own questions here.

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How to use this template

An application form asks every candidate for the same information in the same order, which makes it easier to compare applicants fairly. Edit this form to suit the role before you use it.

1. **Remove what you do not need.** Ask only for information that helps you decide who to interview.
2. **Add role-specific questions.** For example a driving licence, a certificate or availability for shifts.
3. **Keep the personal details to the basics.** Name and contact details are enough at this stage.
4. **Store forms securely.** Keep applications private and delete them when you no longer need them.
5. **Give every candidate the same form.** Use the same questions for everyone, and score them against the job description.

This template is a practical layout only. For employer responsibilities on recruitment and data protection, see GOV.UK, ACAS and the ICO.