

## APPLICATION FORM

**1. Position Applied for:** \_\_\_\_\_

Available to take up employment (date): \_\_\_\_\_ Wage Salary required £ \_\_\_\_\_pw/m

**2. Prepared to work:**

Full Time  Part Time:  Evenings / Weekends:  Shift Work:

**3. Personal Details:**

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Marital Status: Single  Married  Divorced  Widowed

Do you smoke: Yes / No

Do you have any ailments that may be agitated by cigarette smoke: Yes / No

**4. Do You Own A Car:** Yes / No

Do you have a current driving licence? Yes / No

If yes is it?

Provisional:  Full:  HGV:

<b>5. Education:</b>			
Schools Attended from Age 11	Dates		Examination (Subject / Results)
	From	To	

<b>6. Further Education</b>			
Place of Education	Dates		Type of Training Qualifications
	From	To	

**7. Previous Employment:** *Please include details of your most recent employment here, and use spaces below and overleaf to give details of other employment, working backwards from the most recent.*

Previous / Present Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ Starting Date: \_\_\_\_\_

\_\_\_\_\_ Leaving Date: \_\_\_\_\_

Starting Pay £ \_\_\_\_\_ per \_\_\_\_\_ Currently / finishing pay £ \_\_\_\_\_ per \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties Responsibilities: \_\_\_\_\_

Previous / Present Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ Starting Date: \_\_\_\_\_

\_\_\_\_\_ Leaving Date: \_\_\_\_\_

Starting Pay £ \_\_\_\_\_ per \_\_\_\_\_ Currently / finishing pay £ \_\_\_\_\_ per \_\_\_\_\_

Job Title: \_\_\_\_\_

Duties Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Previous / Present Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Address: \_\_\_\_\_ Starting Date: \_\_\_\_\_  
\_\_\_\_\_ Leaving Date: \_\_\_\_\_  
Starting Pay £ \_\_\_\_\_ per \_\_\_\_\_ Currently / finishing pay £ \_\_\_\_\_ per \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Duties Responsibilities: \_\_\_\_\_

**8. Interests / Hobbies** *(Give details of pastimes, sports, etc)*

Offices held in social / sports clubs etc.

**9. Ambitions:**

**10. Have you ever been convicted of a criminal offence?**  
*(Declaration subject to the Rehabilitation of Offenders Act)*

**11. Membership of Professional Organisation:**

**12. Do you need a work permit to work in the UK?**

**13. If offered this position will you continue to work in any other capacity?**

*Please give details*

**14. Personal References**

*Not members of your family*

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

**15. Additional Information**

Applicants are requested to tick the relevant boxes below to enable the Company to monitor its Equal Opportunity Policy. Monitoring is recommended by the Codes of Practice for elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

Male

Female

Ethnic Group:

White  Black Caribbean  Black African  Black Other  (please specify)

Indian  Pakistani  Bangladeshi  Chinese  Other  (please specify)

National Insurance No.: \_\_\_\_\_

**16. Recruitment Policy**

It is the Company'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, national origin, sex or marital status.

I authorise the Company to obtain references to support this application once an offer have been made and accepted and release the company 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 may be sufficient cause for rejection or, if employed, dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_