



EMPLOYMENT APPLICATION FORM

Date: _____

Position applied for _____

Where did you hear about the vacancy? _____

SURNAME(Mr/Mrs/Miss/Ms): _____ **FIRST NAMES:** _____

Previous Surnames: _____ Date of Birth: _____

Postal Address: _____

Postal Code: _____

Tel.No. _____ Mobile: _____ Marital Status: _____

Nationality: _____ Number of Dependant Children _____

National Insurance Number: _____ Trade Union Membership _____

SCHOOLS & COLLEGES ATTENDED

QUALIFICATIONS/GRADES

PROFESSIONAL MEMBERSHIPS/OTHER QUALIFICATIONS/COMPUTER QUALIFICATIONS

PREVIOUS EMPLOYMENT RECORD

(any gap in employment must be accounted for. Continue on separate sheet if necessary)

Dates from to	Position	Name/Address/Tel. No. of employer	Salary	Reason for leaving

Outline any skills/experience/qualifications which you feel make you especially suitable for the position for which you have applied including computer skills:

INTERESTS/HOBBIES

Do you hold a current driving licence YES/NO Endorsments YES/NO Own transport YES/NO

Are you registered disabled YES/NO If yes please give Registration Number _____

Do you smoke YES/NO

You are required to inform the company of any medical condition which may affect your employment, i.e. Diabetes, Back Related Problems, Epilepsy, Haemophilia, Heart Condition, Asthma, Skin Disorders or Allergies etc.

Do you have any problems regarding your health YES/NO

If YES please give details.

Have you ever been convicted of any offence before a court of law or received a police caution other than for a minor traffic offence YES/NO

If you have answered yes please give dates and details (use a separate sheet if necessary)

How much notice must you give your present employer _____

When are you available to start work _____

Why do you wish to leave your present employment _____

REFERENCES

Two references will be taken up when an offer of employment is made by this company and has been accepted. All offers of employment are subject to satisfactory references. One reference must be from your most recent employer or from your school/college.

(Mr/Mrs/Miss/Ms): _____ Relationship(employer, academic, personal): _____

Postal Address: _____

(Mr/Mrs/Miss/Ms): _____ Relationship(employer, academic, personal): _____

Postal Address: _____

All job offers are made subject to proof of eligibility to work in the UK

I CERTIFY THAT THE INFORMATION DETAILED IS CORRECT AND UNDERSTAND THAT FALSE OR WITHHELD INFORMATION MAY LEAD TO THE TERMINATION OF EMPLOYMENT.

Signed _____ Date: _____