



APPLICATION FOR EMPLOYMENT

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

Personal Information

POSITION APPLIED FOR:-	
Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Address for communications:	
E-mail address	
Daytime telephone number:	
Are you subject to immigration control?	YES / NO
Are you free to take up employment in the UK?	YES / NO
Dates you are not available for interview	
Do you have any future planned holidays and if so what are the dates?	YES / NO
Are you willing to travel? (this question may not be appropriate for all applications)	YES / NO

Education

From GCSE or equivalent to degree level in chronological order

From (month / year)	To (month / year)	Name and address of Establishment	Qualifications gained plus date

Postgraduate education or study or any other professional or trade qualifications

From (month / year)	To (month / year)	Name and address of Establishment	Qualifications gained plus date

Work experience

Please provide details of your employment over the last 5 years, but make sure you provide details of at least your last 3 jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

From (month / year)	To (month / year)	Name and address of employer	Description of duties and responsibilities and reason for leaving

Other Information

Please give details of (including the name, address and telephone number of someone we can contact to confirm each gap in your employment history), and provide an explanation for, any time when you were not either working or in full-time education with start and end dates (month / year), including any period of unemployment.

Contact Details:-

Name

Name

Address

Address

.....

.....

.....

.....

Tel No

Tel No

Explanation:-

Explanation:-

Date From:

Date From:

Date To:

Date To:

If you have had more than 2 gap periods of employment/unemployment please continue on a separate sheet.

Do you have any other relevant qualifications or skills (e.g. knowledge of a foreign language, a full driving licence, project management, computer literacy, etc.). Please provide details of any technical training e.g. SMSTS, SSSTS, PASMA, IPAF, asbestos awareness, CSCS card, ECS card, ESS card, working at heights, manual handling, risk or fire safety training, scaffolding awareness, abrasive wheels, first aid etc. together with the date the course was taken or the expiry date of your certificate?

Have you made a previous application to the Company? If so, when was this and what was the outcome?

Please give details of your main extra-curricular activities and interests.

If you are successful, when could you take up your post?

If you are disabled or suffer from an acute or chronic ill-health problem, please give details of any special arrangements you would require to enable you to attend interview.

To satisfy our commitment to our Clients, to meet a minimum employee screening process, the following 3 questions must be answered:

1. Have you ever been convicted of any criminal offence, which is not spent, or been the subject of any investigation which might lead to such proceedings? (Please exclude traffic offences unless these resulted in a ban from driving or involved driving without insurance).

▪ **Yes/No**

2. Have you ever been the subject of any bankruptcy proceedings or county court judgement (CCJ)?

▪ **Yes/No**

3. Is there anything else that you have not declared that may affect your application for Employment including dismissal from a previous employer, disciplinary proceedings, civil proceedings or proceedings/investigations that may lead to a CCJ or other judgement for debts?

▪ **Yes/No**

If you have answered Yes to question 3 please give details below:

Referees

Please give details of two referees, one of whom must be a previous employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee (provide name, address and telephone number)	Second referee (provide name, address and telephone number)
Name	Name
Address	Address
.....
.....
.....
Tel No	Tel No
Please state whether this is an Employer referee or Personal referee:-	Please state whether this is an Employer referee or Personal referee:-
If an Employer referee, is this your existing employer – YES / NO (delete as appropriate)	If an Employer referee, is this your existing employer – YES / NO (delete as appropriate)

Please summarise why you feel you are suitable for this post with reference to any previous experience or relevant skills and any other information.

Declaration

I declare that the information I have given on this form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed or subject to legal action. I also confirm my agreement to the referees being approached. (If your referee is your existing employer we will not approach them until you have accepted any offer of employment).

Signed:

Date: