

APPLICATION FORM PRIVATE & CONFIDENTIAL

Position Applied for: _____
 Job Reference No: _____
 Application Reference No: _____

The information you provide will be treated in the strictest confidence.

Please complete all sections of this form. You should answer every question as fully as possible.

1. PERSONAL DETAILS	
Last Name:	Title: Mr / Mrs / Miss / Ms
First Name:	Middle Name:
Home Address:	Date of Birth: / /
	Gender: M or F
Postcode:	Do you require a work permit for employment in the UK? YES/NO
Home Tel. No.:	National Insurance Number:
Mobile No.:	
	Email Address:
Next of Kin:	
Contact Number:	

2. GENERAL INFORMATION	
Do you hold a current Driving Licence? YES/NO	Do you have any endorsements? YES/NO
Do you hold a current Fork Lift Licence? YES/NO	Type of licence(s):
Do you hold a current H.G.V. licence? YES/NO	Type of licence(s):
Do you hold a current Digital Tacho Card? YES/NO	
Do you understand the Driving Hours Regulation and Tachograph use YES/NO	
Are you willing to work overtime, weekends, shiftwork and/or continental shifts when required? YES/NO	
How much notice are you required to give to your present employer?	
Do you have any holidays booked within the current calendar year? If so, please give dates:	

Health Declaration	
Do you suffer from any medical condition or complaint, whether physical or mental, that would affect your ability to carry out the job you are applying for? YES/NO	
Please list any absence from work/school for health reasons during the past 12 months:	
Length of absence (days)	Cause

3. EDUCATION & QUALIFICATIONS

SECONDARY EDUCATION				
Type of School	Dates		Examination Results	
	From	To	Subject	Grade

FURTHER & HIGHER EDUCATION				
Name of University / College	Dates		Qualifications / Grades Obtained	
	From	To	Subject	Grade

MEMBERSHIP OF PROFESSIONAL BODIES		
Name of Body	Grade of Membership	How Gained

VOCATIONAL (Apprenticeships, N.V.Q. Levels etc), MANAGEMENT, COMPANY, EVENING/DAY RELEASE OR OTHER TRAINING COURSES ATTENDED	
Date	Course Title

4. EMPLOYMENT HISTORY

FOR THE REASONS OF SECURITY WE WILL BE TAKING UP REFERENCES WITH YOUR PAST EMPLOYERS, IF FOR ANY REASON YOU DO NOT WANT US TO CONTACT ANY OR ALL THEN PLEASE EXPLAIN WHY BELOW. PLEASE INCLUDE

PRESENT POSITION:

Name of Employer:	Date Appointed:
Address:	Job Title & Present Salary:
Postcode:	Reason for Leaving:
Telephone:	
Principle Duties & Responsibilities:	

PLEASE LIST YOUR PREVIOUS POSITIONS FOR ATLEAST THE LAST 5 YEARS, BEGINNING WITH THE MOST RECENT. PLEASE INCLUDE ANY PERIODS OF UNEMPLOYMENT, THIS IS ALSO TO INCLUDE EDUCATION OR ACCOUNTANTS DETAILS IF SELF EMPLOYED. PLEASE NOTE THAT THIS INFORMATION MUST BE VERIFIABLE.

Dates		Name & Address of Employer	Position, Duties	Reason for leaving Other comments
From	To			

5. HOBBIES & INTERESTS

Please give details on how you like to spend your spare time. Please include participation in any relevant organisation, society or club and details of any office held.

6. CRIMINAL RECORD DECLARATION

Have you ever been convicted of any criminal offence? **YES/NO**

Do you agree to supply a CRB / CRC check at your expense **YES/NO**

--

You are required to apply for a conviction certificate and full time employment is dependant on this. This will show whether you have any unspent convictions.

7. ADDITIONAL INFORMATION

Where did you hear about this vacancy? Please tick as appropriate :

Recruitment fair: _____	Newspaper: _____ (specify)
Our website: _____	Internet site: _____ (specify)
Recruitment agency: _____	Referral: _____ (employee name)
Other: _____	

DECLARATION:

I declare that, to the best of my knowledge, the foregoing statements are correct and complete, and I understand that if any information I have given here is found to be false, I may be regarded as ineligible for recruitment or, if employed, liable to dismissal and/or prosecution.

Signature: _____ Date: _____

Please return this form to:

--