



## APPLICATION FOR EMPLOYMENT

**PRIVATE and CONFIDENTIAL**

*Please complete in INK and use BLOCK CAPITALS in your own handwriting.*

Position applied for

Forename(s)	Surname
	Mr. / Mrs. / Miss Other.

Single/Married/Separated/Divorced/ Widowed		Address	
Date of Birth	Age		
Nationality	No. of Children		
Have you a current driving licence?	Any Endorsements?	Postcode	
For what classes of vehicle?	Fork Lift?	Tel. No. (home)	
<b>THE QUESTIONS BELOW ARE OPTIONAL</b> Please see declaration on back page			Tel. No. (work)
Would you have to move home if offered this job?	Yes	No	Mobile
Details of any driving licence endorsements			
Place of Birth	Religion		

<b>GENERAL EDUCATION - Please give details of secondary education</b>				
Dates		Name and Address of School	Type of School	Examinations: List subjects taken and results. Mention any scholarships, prizes or other distinctions
From	To			

### FURTHER EDUCATION AND TRAINING

Please give details of education since leaving school, including training courses

Dates		Name of University, College or Institute	Name of Courses, e.g. Full time, day release	Subjects studied	Qualifications obtained. Give class of pass, prizes etc.
From	To				

### DETAILS OF PRESENT OR LAST EMPLOYER

From	To	Position/Job Title			
Name and Address		Main duties			
Nature of Business		Responsible to			
		No. of employees	Number reporting direct to you		
Why did you leave/do you wish to leave?	Remuneration at Start (before tax)	Basic salary		Basic salary	
		£	p.a.	£	p.a.
		Bonus etc.		Bonus etc.	
		£	p.a.	£	p.a.
		Total		Total	
		£	p.a.	£	p.a.

<b>DETAILS OF PREVIOUS EMPLOYERS</b> (in date order)							
Please list all organisations you have worked for including any military service and stating highest ranks							
From		To		Position/Job Title			
Name and Address				Main duties			
Responsible to				No. reporting direct to you			
Nature of business		Starting remuneration	£	p.a.	Final remuneration	£	p.a.
Reason for leaving							

<b>DETAILS OF PREVIOUS EMPLOYERS</b> (in date order)							
Please list all organisations you have worked for including any military service and stating highest ranks							
From		To		Position/Job Title			
Name and Address				Main duties			
Responsible to				No. reporting direct to you			
Nature of business		Starting remuneration	£	p.a.	Final remuneration	£	p.a.
Reason for leaving							

<b>DETAILS OF PREVIOUS EMPLOYERS</b> (in date order)							
Please list all organisations you have worked for including any military service and stating highest ranks							
From		To		Position/Job Title			
Name and Address				Main duties			
Responsible to				No. reporting direct to you			
Nature of business		Starting remuneration	£	p.a.	Final remuneration	£	p.a.
Reason for leaving							

<b>DETAILS OF PREVIOUS EMPLOYERS</b> (in date order)					
Please list all organisations you have worked for including any military service and stating highest ranks					
From		To		Position/Job Title	
Name and Address				Main duties	
Responsible to				No. reporting direct to you	
Nature of business		Starting remuneration		£	p.a.
Final remuneration		£	p.a.		
Reason for leaving					

<b>DETAILS OF PREVIOUS EMPLOYERS</b> (in date order)					
Please list all organisations you have worked for including any military service and stating highest ranks					
From		To		Position/Job Title	
Name and Address				Main duties	
Responsible to				No. reporting direct to you	
Nature of business		Starting remuneration		£	p.a.
Final remuneration		£	p.a.		
Reason for leaving					

<b>PRACTICAL SKILLS</b> - Summarise job skills acquired and specialist training received
What qualities do you have which most suits you to the job you are applying for?

<b>HEALTH</b>									
Height		Weight		Are you disabled?		If registered disabled	Number	Expiry Date	
Have you any special needs?									
To the best of your knowledge are you fit to perform duties involved in the position applied for?				Would you be willing to have a medical examination if deemed necessary					
Please describe your smoking habits									
<b>THE REMAINING QUESTIONS IN THIS SECTION ARE OPTIONAL</b> please see declaration on back page									
Have you at any time suffered from any of the following conditions?									
Dermatitis or Skin trouble	Yes/No	Back trouble, or Slipped disc	Yes/No	Nervous breakdown or Mental trouble	Yes/No				
Gastric or Duodenal Ulcer		Rheumatism, Arthritis, Fibrositis		Rupture or Hernia					
Deafness, Ear Infections, Sinusitis		Any deformity		Do you always wear glasses or contact lenses?					
Chest trouble, Bronchitis, Asthma, T.B., Hay fever		Fits, Fainting attacks, Giddiness, Epilepsy		Do you wear glasses or contact lenses for close work?					
Rheumatic fever, Heart trouble		Migraine		Have you had a serious accident at work or elsewhere?					
Diabetes		Swollen ankles, Varicose veins		Are you currently receiving any medical treatment?					
Details of above conditions or any other illnesses or injuries									

<b>GENERAL - Please give details</b>	
What are your main interests, sports and hobbies?	
What Clubs or Societies do you belong to?	
What professional bodies or Trade Unions do you belong to?	
Do you have any part-time jobs?	
Do you have any other commitments which might limit your working hours? E.g. Judicial, Military or Local Govt.	
Future training plans Give details of any courses you intend to pursue	
Time off from work in last two years (exc. Holiday)	
Have you ever been dismissed from employment?	Reason
Yes/No	
Have you ever been convicted of a criminal offence? N.B. Rehabilitation of Offenders Act, 1974	
Would you be prepared to obtain for the company your "Personal Record" from the Police National Computer?	
Please give any other information relevant to your application (outline any notable achievements)	

<b>REFERENCES – ALL JOB OFFERS ARE SUBJECT TO SATISFACTORY REFERENCES</b>		Can they be contacted now?
Names and addresses of references A: Previous Employer, B: Character		
A. (Previous Employer)	B: (Character)	A.  B.
Occupation	Occupation	
Who do you know employed by our company?		

<b>AVAILABILITY</b> - Please give details	
When would you be available for interview?	
If offered this job when could you start?	
Do you have any holiday commitments?	

<b>NOTES</b> Use this section if your require additional space

<b>DECLARATION</b> Please read this carefully, then sign and date your application		
I confirm that the above information is correct and understand that misleading statements may be sufficient grounds for cancelling any agreement made. I also understand that questions left unanswered may be discussed at interviews arising from this application.	Applicant's Signature	
	Date	

<b>FOR OFFICE USE ONLY – VERBAL REFERENCE</b>