

# APPLICATION FORM

**ALL INFORMATION GIVEN WILL BE TREATED AS STRICTLY CONFIDENTIAL - PLEASE COMPLETE IN BLOCK CAPITALS PAGE 1**

POSITION APPLIED FOR

SURNAME (MR / MRS / MISS / MS)

FIRST NAMES

ADDRESS

.....

.....

.....

TELEPHONE NO.

MOBILE NO.

NATIONAL INSURANCE NUMBER

TRANSPORT / FULL CLEAN DRIVING LICENSE

MARITAL STATUS

**EMPLOYMENT HISTORY**

PRESENT OR MOST RECENT EMPLOYER FIRST [INCLUDING HM FORCES]

| EMPLOYERS NAME<br>(NATURE OF BUSINESS) | POSITION & DUTIES | FROM - TO | SALARY | REASON FOR LEAVING |
|--|-------------------|-----------|--------|--------------------|
|  |                   |           |        |                    |
|  |                   |           |        |                    |
|  |                   |           |        |                    |

HOW MUCH NOTICE IS REQUIRED TO YOUR CURRENT EMPLOYER

HOW SOON COULD YOUR NEW EMPLOYMENT COMMENCE ?

DO YOU HAVE ANY CRIMINAL CONVICTIONS TO DECLARE OR PENDING UNDER THE REHABILITATION OF OFFENDERS ACT 1974

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PLEASE GIVE DETAILS OF ANY HOLIDAY COMMITMENTS DURING THE NEXT 12 MONTHS

.....

PLEASE GIVE THE NAME OF ANY RELATIONS OR FRIENDS WORKING FOR US

.....

DO YOU HOLD A CURRENT DRIVING LICENCE

YES/NO

DETAILS OF ANY DRIVING CONVICTIONS DURING THE LAST FIVE YEARS

.....

# APPLICATION FORM

EDUCATION & QUALIFICATIONS:

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FURTHER EDUCATION [E.G. TECHNICAL COLLEGE, EVENING CLASSES

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ANY CRAFT OR OTHER TRAINING

.....

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.....

FROM THE LIST BELOW PLEASE INDICATE IF YOU HAVE USED THE FOLLOWING I.T. PROGRAMS AND ANY QUALIFICATIONS YOU MAY HAVE

|                              |        | DETAILS |
|------------------------------|--------|---------|
| MICROSOFT WORK               | YES/NO | .....   |
| MICROSOFT EXCEL SPREADSHEETS | YES/NO | .....   |
| MICROSOFT POWERPOINT         | YES/NO | .....   |
| SAGE LINE 50                 | YES/NO | .....   |
| SAGE JOB COSTING             | YES/NO | .....   |

IF YOU HAVE A DISABILITY PLEASE TELL US ABOUT ANY ADJUSTMENTS WE MAY NEED TO MAKE TO ASSIST YOU AT INTERVIEW

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PLEASE TELL US IF THERE ARE ANY DATES WHEN YOU WILL NOT BE AVAILABLE FOR AN INTERVIEW

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PLEASE TELL US WHY YOU APPLIED FOR THIS JOB AND WHY YOU THINK THAT THIS POSISTION WILL SUIT YOU.

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I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature..... date.....