

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 legibly and truthfully, giving as much information as possible. We will rely on it to help us select the right person for the job.

Personal Information

Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Address for communications:	
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	

Education

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained

Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained

Work experience

Please give details of your last four 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
			Reason for leaving or wanting to leave:
			Reason for leaving:
			Reason for leaving:
			Reason for leaving:

Other Information

Do you have any other relevant qualifications or skills (e.g. knowledge of a foreign language, a full driving licence, computer literacy, etc.)?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

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 non-work activities and interests.

Please use this space to say why you are interested in the post for which you have applied and mention anything else which supports your application.

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.

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	Second referee

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.

Signed:

Date:

Please send this form, together with a copy of your current CV to the address at the top of the first page, marked for the attention of the Managing Director.