

APPLICATION FOR EMPLOYMENT WORKS

Private & Confidential

Position applied for:

A. PERSONAL PARTICULARS (Block Capitals)

Mr/Mrs/Miss	
Address:	Date of Birth:
	Telephone No. – Home:
	Telephone No. – Mobile
	Telephone No. - Business
National Insurance Number ____/____/____/____/____	
Have you a current full driving licence? YES/NO	
Are you in good health ? YES/NO	
Have you suffered from any serious illness or undergone any major operations ? If Yes, please give details –	
SMOKER <input type="checkbox"/>	NON SMOKER <input type="checkbox"/>
Please indicate any medical conditions that you feel we should be made aware of.	Are you prepared to undergo a medical examination if necessary? YES/NO

B. EDUCATION AND TRAINING

1) Schooling: Please give names and dates of schools attended since age 11 and details of examinations attempted and results (including any examinations failed)

DATES				Name and Address of School	Type of school	Examination (Subject and grade)
FROM		TO				
M	Y	M	Y			

2) Further and higher education: Please give details of all further education since leaving school, including training courses and details of qualifications.

DATES				Name and Address of University/College/Institute	Type of Training	Qualifications Obtained
FROM		TO				
M	Y	M	Y			

3) Additional Information

Membership of any Technical or Professional Associations	
Foreign Languages Spoken	
Please state any other qualification, distinctions or skills which you feel might be particularly useful for this job application.	

C. EMPLOYMENT HISTORY

1) Current/Last employer

DATES				Name and address of Present/Last Employer	Nature of Business	Type of job/ Main Duties	Reason for leaving/Wishing to leave	Starting/ Leaving Salary
FROM		TO						
M	Y	M	Y					

Please confirm that we may approach your present/most recent employer for a confidential assessment of your suitability for employment. YES/NO
(We shall not approach your employer before an offer of employment unless you indicate otherwise)

2) Previous employment

Please list in reverse order, all the organisations for which you have worked during the last 20 years.

DATES				Name and Address of Present/Last Employer	Nature of Business	Type of job/ Main Duties	Reason for Leaving	Starting/ Benefits
FROM		TO						
M	Y	M	Y					

D. GENERAL

Please give details of any experience/qualifications or achievements which you feel may be relevant in your application for employment.

Have you worked for this Company before? YES/NO
If YES give details and reason for leaving.

Which of your previous jobs did you most prefer, and why?

Interests, Sports, Hobbies, etc.

Where did you hear of this vacancy?

