

APPLICATION FOR EMPLOYMENT

Private and confidential (IN)

Please complete in **BLOCK CAPITALS**

Position applied for:.....

How did you hear of this vacancy?

PERSONAL PARTICULARS

Date:

Full Name: Mr/Ms/Mrs/Miss

Address:

Telephone Number:(Home)

(Work)

Date of Birth:

Age:

N.I. Number:

Marital status:

No. of Dependents & Age

EDUCATION AND QUALIFICATIONS

Name(s) and Address (es) Of School(s)/College(s)	Dates From	To	Subject/Courses Studied & Level	Examination Result/Grade (include any examinations failed)
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FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Dates From	To	Subjects studied Type of Training	Qualifications Obtained
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PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and of so, which:

FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence both oral and written.

EMPLOYMENT HISTORY

Name(s) and Address (es) of Employer(s)	Dates From To	Position Held/ Main Duties	Salary Starting/Leaving	Reason for Leaving
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PLEASE GIVE DETAILS OF ANY EXPERIENCE, SKILL OR ACHIEVEMENTS WHICH YOU FEEL MAY BE RELEVANT IN YOUR APPLICATION FOR EMPLOYMENT. (Continue on separate sheet if necessary)

HEALTH

Are you in good health? Yes/No
If no, please give further information:

Have you ever suffered from any serious illness or had any major operation? Yes/No
If yes, please give details:

Are you prepared to undergo a medical examination prior to employment? Yes/No

SUPPLEMENTARY INFORMATION

Please give dates of any holidays arranged:

Are you subject to any restraints in your current or future employment? Yes/No
If yes, please give further information:

Do you have any commitments, which might limit your working hours? Yes/No
If, yes, please give details:

Are you willing to work overtime and weekends when required? Yes/No

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation Of Offenders Legislation) Yes/No
If yes, please give further information:

Salary Range Expected:

How much notice are you required to give to leave your present employment?

Have you worked for us before? Yes/No
If yes, give details of reason for leaving:

Please list your interests, sports, hobbies, etc.

Do you have a current full driving licence? If so what classes?

Does your licence have any current endorsements? Yes/No
If yes, please give further information: