



Application for Employment

Please complete fully

All information given is confidential

Position applied for

Date

Full Time

Part Time

Personal Details

Surname _____ Mr/Mrs/Miss/Ms*

First Names _____

Address _____

Post Code

National Insurance Number (if known) _____

Date of Birth _____

Telephone-Home _____ Mobile _____

Telephone-Work (if Convenient) _____

Do you require a work permit to be employed in the U.K.? Yes/No _____

Do you own your own car? Yes/No * _____

Have you a valid Driving licence? Provisional/Full/No* _____ Please enclose a copy (both parts).

Date of passing your driving test and what class of licence, e.g. Car/ HGV _____

Details of current endorsements / Total penalty points _____

Next of kin to be contacted in an emergency _____

Name _____ Relationship _____

Address _____

Telephone Number

* Delete as applicable

Employment History

Your present employer including service in H.M. Forces

Dates : from

To

Name and Address of your present employer

Post Code

Nature of Business

Position held / Duties (No. of staff directly responsible)

Salary/Wages: Starting

Leaving

Benefit (e.g. company car, pension, healthcare etc.)

Reason for wishing to leave

Your previous three employers (if applicable) including H.M. Forces

Dates: from/To	Name of previous employer	Nature of business	Position Held	Reason for Leaving

General Education

Dates: from/to	Schools, Colleges, University attended (full or part time)	Examinations: Give all subjects taken & results e.g. GCSE's/ ONC/HND/Degrees

Specialised training/Courses attended

Medical Health

Prior to or conditional upon appointment you may be required to undertake a medical examination. You are required to reveal any medical information which, in our opinion, could affect your work, including illnesses (not limited to those below) and upcoming hospital stays.

Have you ever suffered from any of the following ailments in the past,? please give details where appropriate

Circulatory problems such as varicose veins, phlebitis, or thrombosis.

Heart problems

Respiratory problems such as asthma or severe bronchitis

Diabetes

Epilepsy or fainting attacks

Skin disorders

Recent operations or bone fractures

Back trouble

Injuries to bones, joint tendons, including wrist tendons

Are you currently on any medication?

Have you suffered from any other significant health problems including eyes, hearing, skin etc?

Have you ever made a claim for an Industrial Disease or Injury?

General

Do you have any holiday commitments? Dates

Period of notice required to present employer

Do you have part-time jobs Name of employer

Do you have any other commitments? E.g. Military Reserve, Local Government, Judicial

Do you hold any company directorships (please give details)

Have you ever been dismissed? Yes/no* If so, please give details

Do you have any criminal convictions, including motoring and drink/driving offences, or are you awaiting trial on criminal charges? Yes/No*
If so, please give details

Interests/Sports/Hobbies

- Delete as applicable

Banking Details

Name of bank

Address

.....

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Sort code

Account number

References

Please give the names of two people to whom we may apply for references. One of these should be your present employer and one your immediate past employer. Do not include relatives. Your present employer will not be approached until an offer of employment is to be made. Other employers may also be approached for a reference. N.B. if you do not have an employment history, please supply two alternative referees i.e. College, School

Name of present employer

Address

Telephone No.

Name of last employer

Address

Telephone No.

Declaration

The information given above is accurate and complete to the best of my knowledge. I understand that any subsequent appointment is subject to satisfactory results of references and that any false statement renders me liable to termination of employment

Signed

Date

Official Use Only		
Paul index card	SCA Personnel file	Collinsons form
2 references	driving licence copied	copy licence/declaration Beddis & Partners
Holiday Book	Phone No. in Phone Book	Phone No. in Paul's Phone Book
contract diarised to issue & diarised for completion/return		Dave Butler notified. ID card/HASAWA