



## JOB APPLICATION FORM

Position applied for: ..... Where did you hear of the vacancy?.....

<b>PERSONAL DETAILS</b>	
Forenames:.....	
Surname: .....	
Address: .....	
.....	
Postcode: .....	
	Telephone Number: .....
	Mobile Number: .....
	Email Address: .....

<b>Your Education</b>	
Name of School / College:	Qualification:

<b>Employment</b> – Please list positions you have held with the most recent first.				
Dates (From & To)	Company Name	Job Title	Responsibilities	Reason for Leaving

Continue on a separate sheet if necessary...

Hours and Days available to Work (Casual Staff Only) Please indicate with X when you can work.						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day	Day	Day	Day	Day	Day	Day
Evening	Evening	Evening	Evening	Evening	Evening	Evening

Do you need a Work Permit? Yes  No

Eligibility; In line with the requirements of the Asylum & Immigration Act 1996, documented evidence will be required from candidates. Please select which type of document you will be able to supply:  
 Passport  Birth Certificate  ID Card  Other (Please specify).....

**Other:**

Do you hold a current driving licence? Yes  No       Do you have your own transport? Yes  No

Do you need accommodation?      Yes  No

**About You**

These questions are designed to let us know more about you. There are no right or wrong answers. Tell us about any training you have had in dealing with customers:

.....

.....

.....

Describe what qualities and skills you have to contribute to our company:

.....

.....

.....

Hobbies / Interests:

.....

.....

.....

**Your Referees**

Please give two referees. One should ideally be your most recent employer or tutor if you are a student. The other should be someone who knows you but is not a friend or a relative.

Name: .....      Name: .....

Address: .....      Address: .....

.....

Postcode: .....      Postcode: .....

Relationship: .....      Relationship: .....

**Absence**

Days absent from work in the last 12 months?.....

Please give details:

.....  
.....  
.....

Thank you for completing this form – we wish you well with your application. Before signing, please ensure the information given is correct and that you have completed **ALL** sections. Your signature will be taken as:

- a) Acknowledgement that all the information is correct, complete and not misleading.
- b) Your understanding that any offer of employment is subject to satisfactory references (and your permission to approach referees), medical questionnaire and your eligibility to work.
- c) Consent for information supplied to be processed under the terms of the Data Protection Act 1998 and used during the course of my employment.

**NB:** We are an equal opportunities employer and will not tolerate discrimination in any form. Our Equal Opportunities Policy forms part of the terms and conditions of all employees. Appointments and promotions are

made on grounds of ability and suitability only.

Signed:.....Date:.....

Print Name:.....