



# APPLICATION FORM

## GENERAL INFORMATION

Position applied for: \_\_\_\_\_

How did you become aware of this vacancy? \_\_\_\_\_

Have you previously worked for us:  No  Yes if Yes, When? \_\_\_\_\_

Earliest date available to start work: \_\_\_\_\_

Please give details of holidays or other commitments for the next 6 months: \_\_\_\_\_

## PERSONAL DETAILS

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Address Line 1 \_\_\_\_\_ Tel No. (Home): \_\_\_\_\_

Address Line 2 \_\_\_\_\_ Mobile: \_\_\_\_\_

Town/City \_\_\_\_\_ Tel No. (Work): \_\_\_\_\_

Post Code: \_\_\_\_\_ If necessary may we contact you by telephone at work?  Yes  No

Date of Birth:                    /                    /                    Registered disabled?  Yes  No

Have you ever been convicted of a criminal offence?  Yes  No

(If yes, explain) \_\_\_\_\_

1. Do you hold a current UK Drivers Licence?  Yes  No If yes, Provisional  Full

2. What classes of vehicles are you licensed to drive?  Car  PSV  LGV  HGV  Forklift  Other  
\_\_\_\_\_

3. Do you have your own transport available for work purposes?  Yes  No

4. Do you have any current endorsements/disqualifications on your licence?  Yes  No

5. If yes to question 4 please specify what type \_\_\_\_\_

## EDUCATION HISTORY

**Secondary Education:** Please give details of the Schools attended, Subjects taken, Results of any examinations taken and the Year of the examinations.

SCHOOL(S) ATTENDED	SUBJECTS TAKEN	GRADE	YEAR TAKEN


**Further Education:** Please list all professional qualifications obtained or currently studying for whether at college doing NVQ's or under / post graduate. Please list the most recent first and complete with predicted or actual grades.

COLLEGE/UNIVERSITY ATTENDED	SUBJECTS	LEVEL	YEAR TAKEN

**Experience, Skills & Safety Training**

Have you successfully completed training under apprenticeship or service agreement?  Yes  No

Have you completed any other formal skills or safety training (e.g. CITB courses)?  Yes  No

**EMPLOYMENT RECORD**

**Present Employment:** From / / Type of business: \_\_\_\_\_

Employer: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Town/City: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Post held: \_\_\_\_\_

Salary: \_\_\_\_\_

Please give a brief description of duties / responsibilities undertaken in your present post: \_\_\_\_\_

---



---



---

**Previous Employment:**

Please give Name and Address of previous employers, together with Post Held, Start & Finish Dates, and reasons for leaving

Employer: \_\_\_\_\_

From: / / To: / /

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

---

Employer: \_\_\_\_\_

From: / / To: / /

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

---

Employer: \_\_\_\_\_

From:        /        /        To:        /        /

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

---

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

What attracts you to this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTERESTS**

What activities outside work interest you? Please include membership of clubs, institutions and any positions of responsibility you hold  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Please note here the names and addresses of two people from whom we may obtain both character and work experience reference.

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
Town/City: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
Town/City: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Telephone No. \_\_\_\_\_