

PLEASE PRINT CLEARLY

Position(s) applied for _____

Date of application ____ / ____ / _____

Referral source: Advertisement Employee Job Centre General Enquiry to the Company
 By Walk-in By Telephone Employment Agency Other

Name of Source (if applicable) _____

Personal Details

Name _____

Address _____

Postcode _____

Telephone _____ Mobile _____ Email _____

National Insurance Number _____

Are you legally eligible for employment in the UK? YES NO

Next of kin _____

Name _____

Address _____

Postcode _____

Telephone _____ Day _____ Night _____

Relationship to employee _____

Educational Background

A. List last 3 Schools/Colleges/Universities attended, starting with most recent. **B.** List years of attendance.
C. Indicate Qualifications earned, if any (eg: degrees, diplomas, A levels, GCSE's etc.). **D.** Grades.

A. Schools/Colleges/Universities	B. Years: From/To	C. Qualifications	D. Grades
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any foreign language(s) you know and tick the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skills and Qualifications

Summarise any special training, skills, licences, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position for which you are applying.

Do you hold a valid licence to drive a motor vehicle?

YES

NO

(If job related) Do you hold a valid licence to drive a commercial vehicle?

YES

NO

Driver Licence Number _____

Employment History

Give details of your last five (5) work positions starting with the most recent. Include details of any military service.

1. From/To _____ Employer _____ Telephone _____

Job Title _____ Address _____

Title of Immediate Supervisor _____

Summarise the nature of work performed and job responsibilities _____

Reason for leaving _____

Rate of Pay/Salary _____ Start £ _____ per _____ Final £ _____ per _____

2. From/To _____ Employer _____ Telephone _____

Job Title _____ Address _____

Title of Immediate Supervisor _____

Summarise the nature of work performed and job responsibilities _____

Reason for leaving _____

Rate of Pay/Salary _____ Start £ _____ per _____ Final £ _____ per _____

3. From/To _____ Employer _____ Telephone _____

Job Title _____ Address _____

Title of Immediate Supervisor _____

Summarise the nature of work performed and job responsibilities _____

Reason for leaving _____

Rate of Pay/Salary _____ Start £ _____ per _____ Final £ _____ per _____

4. From/To _____ Employer _____ Telephone _____

Job Title _____ Address _____

Title of Immediate Supervisor _____

Summarise the nature of work performed and job responsibilities _____

Reason for leaving _____

Rate of Pay/Salary _____ Start £ _____ per _____ Final £ _____ per _____

5. From/To _____ Employer _____ Telephone _____

Job Title _____ Address _____

Title of Immediate Supervisor _____

Summarise the nature of work performed and job responsibilities _____

Reason for leaving _____

Rate of Pay/Salary _____ Start £ _____ per _____ Final £ _____ per _____

For official use only

Date ____ / ____ / ____

Starting Date ____ / ____ / ____

Salary _____

Staff Number _____

Shift _____

Position _____

P45 Received YES NO

P46 Sent YES NO

Insurance Number _____

Office use

References taken up

References received back and filed

Additional comments _____

This applicant is

A strong candidate

A possible candidate

A possible candidate for another position (explain below)

Not recommended at present

Other _____

Alternative position(s) for which applicant seems better qualified _____

