

Examinations passed – subject and grade:

Colleges or universities attended:

Course titles and examinations passed:

Other education and training:

PRACTICAL SKILLS

Summarise job skills acquired and specialist training received:

What qualities do you have which most suit you to the job for which you are applying?

**PREVIOUS
EMPLOYMENT**

All previous employment must be shown giving employers names and addresses and date employed. For the 5 years to the date of this application you must also state the dates of any periods during which you were unemployed. Applicants for appointments as trainees should include details of employment whilst a student, eg during vacation or industrial release from college. Please use an additional sheet if necessary.

NAME AND ADDRESS OF EMPLOYER (Most recent first)	POSITION HELD (including duties & responsibilities)	PERIOD		SALARY	REASON FOR LEAVING	Can they be contacted for a reference?
		From	To			

What notice do you have to give your present employer?

REFERENCES

Please give the names of two past employers to whom we may apply for references. If this is not possible then please give college tutors or professional persons (not relatives).

1. Name:
Position:
Address:

2. Name:
Position:
Address:

Can this person be contacted now? Yes No

Can this person be contacted now? Yes No

LEISURE INTERESTS

Hobbies / sports:

AVAILABILITY

Are you presently working?

Full time

Part time

When would you be available for interview?

If offered this job when could you start?

Do you have any holiday commitments?

Have you ever applied for a position with the Company before?

Yes

No

If yes, what and when?

DECLARATION**PLEASE READ CAREFULLY THEN SIGN AND DATE YOUR APPLICATION**

I confirm that the above information is correct and understand that misleading statements or receipt of unsatisfactory references may be sufficient grounds for cancelling any contracts made.

The information which you give on your application from will be used for the following purposes only:

- to enable your application for employment to be considered
- to enable the Company to compile statistics, provided that no statistical information which would identify you as a person will be published

It should be noted that the information that you supply may be subject to verification by a previous employer or other referee.

APPLICANTS SIGNATURE:

DATE:

If accepted you will be asked to sign a Contract of Employment after an agreed trial period.

INTERVIEW NOTES**FOR OFFICE USE ONLY**

General comments:

Position offered

Yes

No

Salary offered

Agreed start date

Date offer / regret letter sent

Interviewed by:

Date: