

STRICTLY CONFIDENTIAL

APPLICATION FORM FOR EMPLOYMENT

This form is an important part of our selection procedure. Please complete it fully and carefully, in order to help us match your skills and aspirations with any employment opportunities we may have.

PERSONAL DETAILS

Surname (block capitals please)	Title – Mr/Mrs/Miss/Ms/Other*
Forenames/s	Preferred Name:
Address (block capitals please)	Telephone Home Mobile Business (to be used with discretion)
Post Code	e-mail
Post applied for or work preference	Salary expectation
Full-time/part time/permanent Temporary*	Source of enquiry Advertisement/Direct approach/ Careers
Please give details of any previous applications to this company	Services/Job centre/Agency/Personal Contact* Please detail
National Insurance No.	Do you require a work permit Yes/No*
Do you hold a current driving licence Yes/No*	Please detail any endorsements
If you have been convicted of a criminal offence for which the rehabilitation period has not yet been completed, please give details.	

* delete as appropriate throughout this form.

MEDICAL HISTORY

Have you ever had any illness or operation which has necessitated more than 2 consecutive weeks absence from work/education?
Yes/No*

If "Yes", please provide details and dates

Please indicate any other health problems/factors which have affected employment/education over the past 5 years, with dates

Do you consider yourself to have a disability
Yes/No*

Is there anything about any disability which you consider to be relevant to this application
Yes/No*

Do we need to consider what we can do to facilitate the application and interview process for you? Yes/No*

If "Yes" to any of the above, please give details

EDUCATION**Secondary Education**

Names and Addresses of secondary schools/colleges

Examinations taken or due to be taken

Subject	Level#	Grade	Subject	Level#	Grade

e.g. GCSE, A level, GNVQ, Scottish standard or highers or equivalent

Further Education/Training

College/University	Course/Qualification	Subjects	Results

Foreign Languages

Please indicate any level of proficiency in foreign languages, and whether written and/or spoken

Keyboard/Word processing/Computing skills

Please indicate if you have used the following IT systems, your levels of proficiency, typing speed and provide details any other systems

Microsoft Outlook	Yes/No*	<i>Proficiency:</i> Basic / Intermediate / Advance*
Word	Yes/No*	<i>Proficiency:</i> Basic / Intermediate / Advance*
Excel	Yes/No*	<i>Proficiency:</i> Basic / Intermediate / Advance*
PowerPoint	Yes/No*	<i>Proficiency:</i> Basic / Intermediate / Advance*
Access	Yes/No*	<i>Proficiency:</i> Basic / Intermediate / Advance*
Agresso	Yes/No*	<i>Proficiency:</i> Basic / Intermediate / Advance*

Typing Speed _____ WPM

Other Systems

Membership of Professional Bodies

Name	Qualification/Grade	Date of membership

Training Courses – attended in the last 5 years

Date	Title	Company Internal/External

EMPLOYMENT
Present/Most Recent* Employment

You may attach a CV if you wish, but please also ensure that this section is completed in full.

Name and address of employer	Date of joining
	Present Job title
	Date appointed
	Present salary
	Last bonus Date
Type of business	No. of staff employed
Reason for leaving	Notice period/date of leaving
Please detail any benefits received, e.g. pension (contributory/non-contributory), company car, private healthcare, share options, etc.	
Please describe your main responsibilities/activities in this post	

Previous employment

Please detail any other employment, starting with last post first, including any previous posts with your present employer.

From To (Full dates)	Name and address of employer	Post held and responsibilities	Reason for leaving

Please continue on a separate sheet if necessary.

SKILLS/ATTRIBUTES

Please indicate what skills/attributes you believe you have to offer to the Company, and how these relate to your suitability as a candidate.

INTERESTS

Please give details of any interests, sports etc. or any other occupation outside of your main career post in which you are actively involved, including any positions of responsibility held.

