

**APPLICATION FOR EMPLOYMENT**



**POSITION APPLIED FOR:**

**PERSONAL** *(Please use block capitals throughout)*

SURNAME: ADDRESS: TOWN/CITY TELEPHONE NUMBERS: PRIVATE: DATE OF BIRTH:	FORENAMES:  POSTCODE: EMAIL: BUSINESS: NATIONALITY:
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Do you have any medical condition or physical disabilities, which could affect your performance in this job? If YES, describe:

Do you have a current driving licence? YES/NO. Is it clean? If no, give details:

Have you ever been convicted of a criminal offence? YES/NO. If yes, give details:

Have you, or a member of your family, ever previously worked for us? YES/NO. If YES, give details?

On what date would you be available for work?

**EDUCATION AND TRAINING**

Schools/ College/Further Education	from	to	Examinations and results

Other qualifications and interests:

If you wish to emphasise particular training, experience or aspects of your career, please use this space:

**EMPLOYMENT HISTORY**

Present/last employer:	Type of business:				
Address:					
Type of work and responsibilities:					
From	to	Starting pay = £	per	Present/leaving pay = £	per

Please give details below of your previous employment, beginning with most recent

From	To	Employer:	Type of Work:

**REFERENCES**

Please give details of two people (not relatives) we could approach for references, after obtaining your permission (including last employer):

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone:	Telephone:

**The facts set forward in this application for employment are, to the best of my knowledge, true and complete.**

Date:	Signature:
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**FOR OFFICE USE ONLY**

Interviewer:	Date:
Comments:	

**REFERENCE CHECK**

LEFT REFERENCE:		RIGHT REFERENCE:	
Checked by:	Date:	Checked by:	Date:
(Delete inapplicable): Telephone / Letter		(Delete inapplicable): Telephone / Letter	
1. Reason for Leaving: 2. Experience with Stocks/Cash: YES/NO 3. Would you re-employ? 4. If not, why not? 5. How do they rate applicant in following categories:		1. Reason for Leaving: 2. Experience with Stocks/Cash: YES/NO 3. Would you re-employ? 4. If not, why not? 5. How do they rate applicant in following categories:	
Stock/Cash Control Attitude to Customers Attitude to Colleagues Loyalty & Cooperation Application To Job Attendance/Punctuality Initiative Suitability		Stock/Cash Control Attitude to Customers Attitude to Colleagues Loyalty & Cooperation Application To Job Attendance/Punctuality Initiative Suitability	
Other Comments:		Other Comments:	

Use rating criteria 1 = excellent, 2=good, 3=average, 4=Poor