

Kathryn House, Manor Way, Rainham, Essex, RM13 8RE
Head Office Telephone: 01708 558211 Fax: 01708 523542
Sales Office Telephone: 01708 522311 Fax: 01708 559024

APPLICATION FOR EMPLOYMENT

Personal Information

Please Complete In Block Capitals

Position Applied For: Date Of Application:

Full Name:

Home Address:

Town / City:

County: Postcode:

Home Tel No: Mobile Tel No: Email Address:

Car Owner: (Y/N) Current Full Driving Licence: (Y/N)

Any Endorsements / Pending Motoring Offences? Details:

Hgv: Class & Licence No: (If Applicable)

Employment History

Last / Current Position

Company: From: To:

Address: Position Held:

Telephone No: To Whom Responsible:

Nature Of Business: Gross Salary (Excl. Overtime):

Reason For Leaving: Normal Working Hours:

Main Duties:

For Personnel Use Only

File Ref: Date:

Sent To: Date:

Returned: Action:

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Previous Position

Company: From: To:

Address: Position Held:

To Whom Responsible:

Telephone No: Gross Salary (Excl. Overtime):

Nature Of Business: Normal Working Hours:

Reason For Leaving:

Main Duties:

.....

Previous Position

Company: From: To:

Address: Position Held:

To Whom Responsible:

Telephone No: Gross Salary (Excl. Overtime):

Nature Of Business: Normal Working Hours:

Reason For Leaving:

Main Duties:

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Have you any objections to us applying to previous employers for references? (Yes or No)

Give details of any current part time employment:

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Education

Last School / College Attended: Date of Leaving:

Examinations Taken / Passed

Subject: <input type="text"/>	Year: <input type="text"/>	Grade: <input type="text"/>
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General

Are you employed now? (Yes or No) If yes, how soon available?

Are you able to work the hours of this role? (Yes or No)

Please give details of any holiday commitments:

Hobbies & interests:

Please enter any additional information about yourself, including any qualities and additional qualifications, which you think will help us to assess your suitability for employment:

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I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information and that submitted in any accompanying document(s) is correct.

Confirmed:
(Mark X)

Signed: