



JOB APPLICATION FORM PRIVATE & CONFIDENTIAL

PLEASE PRINT CLEARLY IN OWN HAND WRITING AND COMPLETE **EVERY** SECTION

Date:

Employment required

Position applied for:
Salary expected: £ _____ per
Where did you hear about this vacancy?
When would you be available to start?
Would you work full time? <input type="checkbox"/> Yes <input type="checkbox"/> No
If part time, state days/hours:
If offered this position will you continue to work in any other capacity? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously worked for us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?

Personal details

Full name: Title: _____ Forename(s): _____ Surname: _____
Home address: _____ _____
Postcode: _____
Private telephone: _____ Business telephone: _____
Mobile telephone: _____
email address: _____
Do you hold a valid CSCS card? <input type="checkbox"/> Yes <input type="checkbox"/> No - if yes expiry date ___/___/___ - type _____ - skills _____
Do you hold a valid 1 st aid certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes expiry date ___/___/___ - type _____
Do you smoke: <input type="checkbox"/> Yes <input type="checkbox"/> No Please note Fairgrove operates a NON SMOKING policy in all premises.
Do you have any holidays booked? <input type="checkbox"/> Yes <input type="checkbox"/> No Dates: _____
Are you legally eligible for employment in the U.K?
Do you have proof of eligibility to work in the U.K?
Do you have a relevant current driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please give details of any current or pending driving offences under endorsement: <i>Note: If you are invited to attend an interview, and your driving licence is relevant to your application, please bring it with you.</i>

Please detail any unspent criminal convictions that you may have (in accordance with the Rehabilitation of offenders act 1974)

Employment

List below present and past employment, beginning with your most recent.

Please continue on a separate page or make multiple copies of this page if necessary.

Name and address of Employer	From: month year	To: month year	Starting salary	Leaving salary	Name of manager
			£	£	
			per	per	
	Job title:				
	describe the work you did:				
Telephone:					
Type of business:	Reason for leaving:				

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			£	£	
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			per	per	
	Job title:				
	describe the work you did:				
Telephone:					
Type of business:	Reason for leaving:				

Please describe any other work you have been involved in, e.g.. Voluntary, freelance, project work etc.	
Dates/duration:	Description:

Education, Qualifications, Training

Beginning with the most recent, give details of your education, qualifications and training to date. Include under 'details' the places you attended.

Details	Dates From/To	Qualifications Gained

Experience

Outline particular experience from previous positions, or in activities outside of work that you feel show your aptitudes and suitability for the position applied for.

Hobbies & Interests

Give details of you main interests and the depth which these are pursued.

Additional Information

Give any further information which you think may assist us in considering your application.

References

Please provide names, addresses and occupations of two referees (not relatives), preferably previous employers whom we may approach with regard to your application at an appropriate and later date after obtaining your permission.

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

I declare that to the best of my knowledge and belief the information provided in this application is correct and I consent to it being held on file under the terms of the Data Protection Act.
Signature:

For Office Use Only

Application form evaluated by:	Interview Date:	Time:
Interview notes:		
Punctuality		
Presentation/Appearance		
Experience		

Action:
1st Stage INTERVIEW 1 or Reject [] or Hold []
2nd Stage INTERVIEW 2 or Reject [] or Hold []
3rd Stage JOB OFFER or Reject [] or Hold []

Offer details: