



Application for Employment **** PLEASE PRINT CLEARLY ****

Position(s) applied for _____ Date ____ / ____ / ____

Why are you seeking a new job at this time? _____

Applicant Information

First Name _____ Middle _____ Last _____

Street Address _____ National Insurance No. _____

Town _____ Email Address. _____

Postcode _____ Phone (____) _____

If hired, do you have a reliable means of transportation to get to work? _____ Describe _____

Date of Birth _____ If you are under 16 years of age, can you provide a work permit? _____

Have you been convicted of a crime? Yes No If yes, state the nature of the offense and disposition of the case. Include dates and places.
(NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

Employment Information

Are you seeking full time, part time or temporary employment? _____

What hours and shift(s) would you prefer to work? _____

List times you are not available to work? _____

Are you willing to work overtime? _____ Weekends? _____ Holidays? _____

Are you willing to work Christmas? _____ New year? _____ Easter? _____

Are you currently employed? _____ If hired, when would you be able to start? _____

Have you ever worked for this organization before? _____ If yes, name used: _____

List any friends or relatives employed by this company: _____

Have you ever been discharged or asked to resign from any position? _____ If yes, please describe: _____

Office Use Only

Interview offered? YES / NO _____ Letter Sent? YES / NO _____ Date _____

Interview Date & Time _____ Taken By _____

Job offered? YES / NO _____ Letter Sent? YES / NO _____ Date _____

Trial Shift? YES / NO _____ Date & Time _____ Taken By _____

[Type here]

Education (circle highest level achieved)

Name of School: _____ GCSE Results: _____ Name of University: _____
Location of School: _____ Location University: _____
_____ Degree Title: _____
A Level results (if any) _____ Grade: _____

Work History (please begin with most recent)

1. Company _____ Phone No. with Area Code (_____) _____
Address _____ Postcode _____
Dates of Employment: From _____ To _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____
2. Company _____ Phone No. with Area Code (_____) _____
Address _____ Postcode _____
Dates of Employment: From _____ To _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____
3. Company _____ Phone No. with Area Code (_____) _____
Address _____ Postcode _____
Dates of Employment: From _____ To _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

What was your salary or per hour wage for your last job? _____

You do not need to give this information but will help us to make sure we can offer you a wage that, if you are the right candidate, would be acceptable to you.

May we contact the employers listed above? _____ If not, list the employers you do not wish us to contact and why:

[Type here]