

PRIVATE & CONFIDENTIAL

PLEASE USE BLOCK CAPITALS

APPLICATION FOR EMPLOYMENT

PERSONAL

SURNAME	FULL ADDRESS
CHRISTIAN NAME(S)	
	POSTCODE:
MARITAL STATUS:	TEL.NO:
NUMBER OF DEPENDANTS:	E-MAIL:

TRANSPORT

DO YOU OWN A CAR?	YES/NO	HAVE A CURRENT DRIVING LICENCE?	YES/NO
IS IT A CLEAN LICENCE?	YES/NO	IF NO GIVE DETAILS:	

HEALTH

ARE YOU IN GOOD HEALTH?	GIVE DETAILS OF ANY SERIOUS ILLNESS, OPERATION, DISABILITY ETC.
ARE YOU CURRENTLY IN THE CARE OF A DOCTOR OR OTHER MEDICAL PROFESSIONAL?	IF YES, PLEASE GIVE DETAILS
ARE YOU A REGISTERED DISABLED PERSON? YES/NO	HAVE YOU RECEIVED COMPENSATION FOR INJURIES? YES/NO

EMPLOYMENT

POSITION APPLIED FOR:	DEPARTMENT:
FULL TIME/PART TIME/CASUAL:	DAYS/HOURS/TIMES AVAILABLE:
HAVE YOU PREVIOUSLY WORKED FOR US: YES/NO	IF YES, WHEN?
HAVE YOU ANY RELATIVES WORKING FOR US? YES/NO	IF YES, PLEASE GIVE NAMES & RELATIONSHIP:

HAVE YOU ANY SKILLS, EXPERIENCE OR QUALIFICATIONS, WHICH YOU FEEL, WOULD ESPECIALLY SUIT THE POSITION THAT YOU ARE APPLYING FOR?

EDUCATION

	<u>FROM</u>	<u>TO</u>	<u>EXAMINATION RESULTS</u>
SCHOOLS			
COLLEGE/UNIVERSITY			
FURTHER EDUCATION			
FORMAL TRAINING			

PLEASE GIVE BRIEF DETAILS OF PASTIMES, HOBBIES, SPORTS ETC:

EMPLOYMENT HISTORY

PRESENT/LAST EMPLOYER:	TYPE OF BUSINESS:
ADDRESS:	TYPE OF WORK:
	PRESENT SALARY: PER ANNUM/HOUR
POST CODE:	FROM: TO:
RESPONSIBILITIES:	REASON FOR LEAVING:

PLEASE GIVE DETAILS OF YOUR PREVIOUS EMPLOYMENT, MOST RECENT FIRST

1. EMPLOYER:	2. EMPLOYER
TYPE OF BUSINESS:	TYPE OF BUSINESS:
ADDRESS:	ADDRESS:
RESPONSIBILITIES:	RESPONSIBILITIES:
FROM: TO:	FROM: TO:
REASON FOR LEAVING:	REASON FOR LEAVING:

3. EMPLOYER:	4. EMPLOYER
TYPE OF BUSINESS:	TYPE OF BUSINESS:
ADDRESS	ADDRESS
RESPONSIBILITIES:	RESPONSIBILITIES:
FROM: TO:	FROM: TO:
REASON FOR LEAVING:	REASON FOR LEAVING:

3.

HAVE YOU EVER BEEN PROSECUTED BY THE POLICE? **YES** **NO**
HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENCE: **YES** **NO**

IF THE ANSWER IS 'YES' TO EITHER OF THE ABOVE, PLEASE GIVE DETAILS:

PERSONAL REFERENCES

PLEASE GIVE DETAILS OF TWO PEOPLE (NOT RELATIVES) WHO WE COULD APPROACH FOR A REFERENCE.

NAME:	NAME:
ADDRESS:	ADDRESS:
POST CODE:	POST CODE:
TEL. NO.:	TEL. NO.:

DECLARATION

THE FACTS SET FORTH IN THIS APPLICATION FOR EMPLOYMENT ARE,, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE.

SIGNATURE:.....DATE:.....

INFORMATION ON YOUR C.V. OR THIS APPLICATION FORM LATER TO BE FOUND UNTRUE, WILL BE TREATED AS A SERIOUS ACT OF MISCONDUCT WHICH WILL RESULT IN SUMMARY DISMISSAL

YOU MAY INCLUDE A C.V. TO SUPPORT YOUR APPLICATION, BUT YOU MUST COMPLETE ALL QUESTIONS ON THE FORM OR THE APPLICATION WILL NOT BE PROCESSED.

PLEASE COMPLETE AND RETURN TO:

**Bakers and Larners of Holt
8 –12 Market Place
Holt
Norfolk
NR25 6BW**