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EMS53804

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Application Form

The information on this form will be treated as confidential – Please complete in full

Application for the position of:		When could you enter your employment?	Ref:
Title	Forenames	Surname	
Address	Telephone (Home)	Car Owner? Yes/No	
	Telephone (Mobile)	Current UK driving license? Yes / No / Provisional	
	Postcode	E-Mail:	No of penalty points?

Education – Including special training courses and NVQs

From	To	Institution	Qualification	Subjects

Please bring confirmation of qualifications/examinations gained along with you to any interview

Computer Skills

Detail below all standard computer packages with which you are familiar		Rating (1 to 5)	Detail below all foreign languages with which you are familiar		Rating (1 to 5)
Use the following ratings	1 = Basic understanding 3 = Able to use software 5 = Fully Conversant		Use the following ratings	1 = Able to read 3 = Business conversant 5 = Fluent	

Employment History – most recent first

From	To	Name and Address of Employer	Position Held & Duties	Salary	Reason for Leaving

Referees - Please give the name and occupation of two persons for reference. One of these should be your existing/most recent employer. School leavers should give their head teacher.

1. Name	2. Name
Address	Address
Telephone	Telephone
Occupation	Occupation
May we contact your employer at this stage without reference to you? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please give any information in support of your application

Eg likes, dislikes, ambitions, suitability for position

Continue on separate sheet if necessary

Please give details of any hobbies or pastimes

Other Qualifications

Professional qualifications

<input type="checkbox"/> First Aid	<input type="checkbox"/> Crane Driver	<input type="checkbox"/> Welding
<input type="checkbox"/> Fork Truck	<input type="checkbox"/> Abrasive Wheels	<input type="checkbox"/> Power Press
<input type="checkbox"/> Electrical Engineering	<input type="checkbox"/> Mechanical Engineering	<input type="checkbox"/> Other (specify below)

Criminal Convictions

Do you have any "unspent" criminal convictions?

Yes
 No

If YES, please give details of the conviction(s) and date(s)

Miscellaneous

Are you prepared to work all shift patterns ie days, double days, 3 shifts (including nights)?

Yes
 No

How did you hear of this appointment?

Personal Declaration

I declare that the information on this form is true and complete
I understand that any willful mis-statement or omission renders my contract null and void if employed.
I also understand that appointment to receipt of satisfactory references and, if required, medical examination
I confirm that to the best of my knowledge there are no medical reasons which would prevent me from undertaking the duties of this position.

Signed	Date
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For office use only

Interviewer		Date
Comments		
Interviewer		Date
Comments		
Reference Check No 1	Reference Check No 2	
Starting Date	Starting Salary/Wage	