## 

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

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| **When completed, please return to:** | Office Use Only |
| Jay-Be® Limited |  |
| Dewsbury Mills, Thornhill Road, Dewsbury, |  |
| West Yorkshire WF12 9QE |  |
| Position applied for: |  |

|  |  |
| --- | --- |
| Surname: | National Insurance No.: |
| First name(s): | Tel. No.(home): |
| Address: | Tel. No. (mobile): |
|  | Email: |
| Postcode: |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Age: | Date of birth: |  |  |  |  |  |  |

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| Do you hold a current driving licence? YES / NO Type of licence:  FULL/PROVISIONAL/HGV/FORKLIFT |
| Details of any Endorsements / Penalty Points: |

**GENERAL EDUCATION - please give details of schools attended from age 11:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | | | |  |  | Details of subjects studies & |
| From | | To | | Name of School | Type of School | examinations passed |
| M | Y | M | Y |  |  |  |
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**FURTHER EDUCATION - please give details of any further education or training courses attended since leaving school:**

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| --- | --- | --- | --- | --- | --- | --- |
| Dates | | | | Name of University | Type of training | Details of subjects studies & |
| From | | To | | etc. |  | qualifications obtained |
| M | Y | M | Y |  |  |  |
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**EMPLOYMENT HISTORY**

**Please give details in date order (starting with your current or most recent employment). Include any military service and show any periods when you were not in employment.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates | | Name & address  of employer | | Nature of business | Job title/main duties/ numbers directly controlled | | Salary/Wage on leaving |
| From | To | |  |  |  |  | |
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**MEDICAL CONDITIONS**

Please give details of any medical condition you are suffering from or have suffered from and how it affects you and your ability to perform in the job for which you are applying. Please also describe any special arrangements you will require in the event you are invited for interview.

**GENERAL**

Why do you wish to leave your present employer?

Period of notice required by your present employer?

Salary range expected:

Do you have the Right to Work in the UK? YES/NO

Have you every been dismissed from an employer? YES/NO

If YES give details:

Have you ever been convicted of a criminal offence ? YES/NO

(Declaration under the Rehabilitation of Offenders Act 1974)

If YES give details:

Do you know anyone employed by our Company? YES/NO

If YES give details:

Do you have any other form of employment? YES/NO

If YES give details:

Do you have any other commitments that may impact your attendance at work? YES/NO

(e.g. Reservist, Local Government, Judicial)

If YES give details:

**INTERESTS / HOBBIES / SPORTS**

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**MEMBERSHIP OF PROFESSIONAL BODIES, CLUBS OR SOCIETIES - please give details.**

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Please give any other information which may help your application

(continue on the reverse of this sheet, if necessary)

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**REFERENCES - please provide details of references from your two most recent employers.**

**Please indicate if you do not wish the referees to be contacted at this stage.**

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| --- | --- | --- |
| Name | Contact Telephone Number | Contact Address |
|  |  |  |
| Job Title | Company Email Address |
|  |  |

|  |  |  |
| --- | --- | --- |
| Name | Contact Telephone Number | Contact Address |
|  |  |  |
| Job Title | Company Email Address |
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**DECLARATION BY APPLICANT**

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| --- | --- | --- |
| I authorise the Company to obtain references to support this application once an offer has been made and accepted. I confirm that the above information is correct and understand that misleading statements or deliberate omissions may be sufficient grounds for cancelling any agreements made. | ...........................................  Signed | ........................  Date |

NOTES - office use only

Additional information continued -