

APPLICATION FOR EMPLOYMENT

TO BE COMPLETED IN BLUE/BLACK INK, IN APPLICANT'S OWN HANDWRITING

PERSONAL DETAILS:

POSITION APPLIED FOR:

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Surname:	First name(s):
Title: Mr/Mrs/Miss/Ms:	First name actually used:
Permanent Address:	Current Address (if different):
Daytime telephone:	Next of kin:
Evening telephone:	
Mobile No:	
National Insurance Number:	Relationship to you:
	Contact telephone Number(s)

When are you available to start?	Are there any times that you are unavailable for employment?
Have you previously worked for this company? If yes, please state where and dates:	Have you previously applied for employment with this company? If yes, please give details:
How did you hear about this vacancy?	To avoid any conflict of interest, have you any relatives or friends employed by this company? If yes, please state their name and relationship to you:

REFERENCES (Should be from your last two employers or school/university covering at least the last two years)
We will only approach your referees after an offer of employment has been made

Name	Name
Address	Address
Telephone Number	Telephone Number
How long has he/she known you?	How long has he/she known you?

EDUCATION AND TRAINING

School (Name and Address)	DATES				Give details of subject studied, exams taken and qualifications obtained.
	FROM		TO		
	month	year	month	year	
College (Name and Address)					
University (Name and Address)					
Professional qualifications (Give grade of membership and year of qualification)					
Languages (Indicate ability. Technical Knowledge/Written/Spoken)					

ACTIVITIES AND INTERESTS

(Note any achievements in these and indicate any position of responsibility held in societies, clubs, civic activities etc.)

HEALTH INFORMATION

Are you currently in good health?

How many days absent from work have you taken during the last 12 months?

The following information is not used for selection purposes:

Have you a disability that you would like us to know about?

Should you be interviewed, are there any requirements that we may need to make arrangements for?

EMPLOYMENT HISTORY (please summarise – attach an additional sheet if necessary)

DATES		PRESENT (or last) employer – name, address and business	Position and key responsibilities of role:
From	To		
			Reason for leaving: Salary on leaving:

DATES		PREVIOUS employer(s) – name, address and business	Position, key responsibilities of role and reasons for leaving:	Salary on leaving:
From	To			

BREAKS IN EMPLOYMENT (please explain any breaks in your employment history listed above)

FROM		TO		Reason	Did you register as unemployed	Address of unemployment office
Month	Year	Month	Year			

HISTORY OF ANY CONVICTIONS

Have you ever been convicted of a criminal offence? Yes No If yes, please give details:

DRIVING ABILITY

Do you hold a current, clean driving licence? Yes No

If yes, please provide date of passing test and details of any special licenses you may have ie HGV

Do you have any driving convictions? Yes No

If yes, please provide details

ADDITIONAL INFORMATION

If you are applying for a **management** position, please answer the following questions:

What would you consider to be your main priorities as a Manager at Clement Joscelyne?

How would you ensure that the customer service standards required by Clement Joscelyne are achieved?

How would you manage your team to ensure that they were successful?

Why should Clement Joscelyne employ you as a Manager?

If you are applying for **any other position**, please answer the following questions:

What do you consider to be excellent customer service?

What do you consider to be your greatest personal achievement?

Why should Clement Joscelyne employ you?

I confirm that the information recorded on this application form is true and complete, and that I am entitled to work in the UK. I understand that should any of the facts I have given on this form be found to be inaccurate or untruthful, then the company will be entitled to disqualify my application or terminate my employment. I also understand that my employment is subject to satisfactory references.

Signed:

Date: