

JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form. If you do not receive a response to your application, please assume you have been unsuccessful.

Please ensure the finished form is signed, dated and returned by the closing date to the address given on the last page. We are unable to accept forms returned as email attachments without a signature.

Please either type directly in this form using *Microsoft Word* or print out and complete the form in black ink and BLOCK CAPITALS.

POSITION APPLIED FOR:

Job title:

Where did you see this post advertised?

Wage/Salary required?	£	per annum
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Available to take up employment (date):

1. APPLICANTS DETAILS

<i>Title:</i>	<i>Surname:</i>	<i>First Name:</i>

<i>Home address:</i>

POST CODE:

Are you:	Male	Female
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Are you:	Single	Married	Other
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Do you have any dependants?	Yes	No	Give details
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Telephone nos: please include full STD code

Home:

Work:

Mobile (*where possible*)

Email address (*where possible*)

Do you hold a current UK driving licence?	Provisional	Full	HGV	No	Other
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Do you have any current or pending endorsements?	Give details:
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Is there anything concerning your medical history or state of health that is relevant to your application?	Yes*/No <i>*If you answer Yes please give details of any reasonable adjustments you feel would assist you in the recruitment process and the job itself.</i>
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Are there any restrictions regarding your employment? E.g. do you require a Work Permit?	Yes*/No <i>*If you answer Yes please supply details.</i>
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Do you speak any languages other than English?	Yes/No	Give details:
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How much notice do you need to give your current employer?	Give details:
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Have you ever been convicted of a criminal offence?	Yes/No	Give details:
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If offered this position will you continue to work in any other capacity?	Yes/No	Give details:
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Hobbies/Interests	Give details:
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2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience/skills*.

1. Current/most recent employer/organisation		
Name:	Type of Business:	
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:	Finishing pay: £ _____ per annum	

2. Employer/organisation		
Name:	Type of Business:	
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:	Finishing pay: £ _____ per annum	

3. Employer/organisation		
Name:	Type of Business:	
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:	Finishing pay: £ _____ per annum	

4. Employer/organisation		
Name:	Type of Business:	
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:	Finishing pay: £ _____ per annum	

5. EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. After reading the Job Description carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application.

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Are you a member of a professional organisation?	Yes/No	Give details:
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6. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or recent employer. Testimonials or references from friends and relatives are not acceptable.
(This section acts as authorisation by the applicant to contact referees without any further correspondence with the applicant).

1. Name:
Position:
Organisation:
Address:
Tel:

2. Name:
Position:
Organisation:
Address:
Tel:

7. DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.	
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Signed	Date

By signing and returning this application form you consent to W. Christie (Industrial) Limited using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will not be disclosed to any third party.

Thank you for completing the form.

Please print your completed form and return – together with all additional papers and a current CV to:

W. Christie (Industrial) Limited, Christie House, Meadowbank Road, Rotherham, South Yorkshire S61 2NF