



# WEATHERBYS

## EMPLOYMENT APPLICATION FORM

Please complete this form using BLOCK CAPITALS.

The information you supply in this form is confidential and will only be used by the Human Resources Department in line with the Data Protection Act 1998. By submitting this application you consent to the company using this information for its employment, financial and business purposes.

Position Applied For:	
Minimum Desired Salary:	
How Did You Hear of This Vacancy?	

### PERSONAL INFORMATION

Title: Mr, Mrs, Miss, Other (please state)	Surname:
Forename(s) in full:	Previous Name (if applicable):
Current Address:	Sex: Male/ Female
	National Insurance Number
	Daytime Telephone:
Post Code:	Evening Telephone:
Email Address:	Mobile:

### ADDITIONAL INFORMATION

What is the notice period required in your current position?	
Is your present post your sole regular employer?	
Are you eligible to work in the UK?	
Do you require a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current UK Driving Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you any convictions or endorsements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	

## EMPLOYMENT HISTORY

Please give details, starting with your present or most recent employer. Please include periods of unemployment, voluntary work, military services and registered incapacity. Any discrepancies/ gaps in employment dates will be investigated.

Name of Company:	Job Title:
Company Address:	Dates of Employment:
	Salary & Benefits:
	Reason for Leaving:
Duties & Responsibilities:	

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## EDUCATION & QUALIFICATIONS

(Please list GCSE or equivalent qualifications up to and including degree and post-graduate study)

Name and Address of School/ University	Dates: (from-to)	Qualification	Subject

Other relevant training, professional or vocational qualifications or work related skills (e.g. languages, including level of proficiency, shorthand etc)

Are you undertaking any course of study at present? (if so please provide details)

Do you have membership of any professional bodies? (if so, please provide details, including offices held)

It is the Company's policy to verify the qualifications of all successful job applicants and you may be required to produce any certificates or proof of qualifications upon commencement of employment.

## SKILLS AND COMPETENCIES

Please state briefly, why you have applied for this post. Indicate past achievements, personal qualities and key skills.

Have you made a previous application to the Company? If so, please provide date(s), position(s) applied for and outcome?

Would you require any special arrangements to attend an interview? Yes  No

If yes, please provide details.

**CONVICTIONS**

Do you have any criminal convictions that have not become spent under the rehabilitation of Offenders Act 1974 and/or any offences for which you are currently awaiting a court appearance? Yes  No

If yes, please give details:

Declaration

I sign this application as confirmation that the information given on this form is, to the best of my knowledge, complete and correct. I understand that any incorrect or incomplete information may lead to my application being refused, my offer of employment being withdrawn, or my immediate dismissal should I have entered the Company's service.

Print Name	Date
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