



EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR: _____

LOCATION: _____

The following information will be treated in the strictest confidence
(Please complete this section in **BLOCK CAPITALS**)

Surname First Names

Address

Postcode

Contact Tel No. National Insurance Number
Contact Mobile No.

Full Driving Licence Yes No Endorsements Yes No

If YES, please give further details including dates.

Are you involved in any activity which might limit your availability to work or your working hours e.g. local government? Yes No

If YES, please give full details.

Are you subject to any restrictions or covenants which might restrict your working activities? Yes No

If YES, please give full details.

Are you willing to work overtime and weekends if required? Yes No

Please give details of any hours/days which you would not wish to work:

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?

Yes No

If YES, please give full details.

You will be required, if offered employment, to complete a CRB check form. Are you willing to do this?

Yes No

Have you ever applied for employment with this company before?

Yes No

If YES, please give full details.

Do you need a work permit to take up employment in the UK?

Yes No

How much notice are you required to give to your current employer?

EDUCATION

Schools attended since age 11	from	to	Examinations and Results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College or University	from	to	Courses and Results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Further Formal Training	from	to	Diploma/Qualification
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Job related Training Courses	from	to	Subject
Name of Organisation			

PRESENT OR LAST EMPLOYER

Are you currently employed? Yes No

Name of present or last employer:

Address

Postcode

Contact Tel No.

Nature of business

Job title and a brief description of your duties:

Length of Service from to

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

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INTERESTS, HOBBIES, LEISURE ACTIVITIES (e.g. sports, club memberships)

CREDIT CHECKING

Because the nature of our business involves cash handling and invests a high level of trust and confidence in staff, we require a credit check & a CRB check to be conducted on all new employees.

do you consent to us carrying out a credit and CRB check on you? Yes No

Have you had any judgments made against you by a civil court (including County Court Judgments)? Yes No

If YES, please give full details.

AVAILABILITY

(Please circle relevant choice) FULL TIME PART TIME

If part time selected, please indicate the number of hours you can work per day.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time from							
Time to							

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature	Date
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made?

Yes

No

Name	Name
Position	Position
Company	Company
Address	Address
Tel. No	Tel. No
Email	Email

HOW TO APPLY

Please send your completed application form for the attention of:

Alan Connearn
104 Spencer Street, Hockley, Birmingham. B18 6DB

If you haven't heard from the company within two weeks of us receiving your application form, unfortunately you have been unsuccessful on this occasion.

Thank you for your interest in Rex Johnson Online.