

# Application for Employment

## CONFIDENTIAL

POSITION APPLIED FOR:
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## PERSONAL

Surname	Forename(s)	Mr/Mrs/Miss/Ms	Date of Birth
Address	Are you eligible to work in the UK ?  Original documentation will need to be provided if invited to attend for interview. Eg. Passport	Yes / No	
	Do you require a work permit ?	Yes/No	
Post Code	Marital Status	Maiden Name (if applicable)	
Telephone Number	Current Driving Licence ?	Yes/No	
	Details of Endorsements		

## EDUCATION

School/College name and address	Dates month/year	Subject(s)	Examination Results

If necessary continue on an additional sheet

## REFERENCES

Please give the names and addresses of two people who have known you for at least the past two years (**excluding relatives**) from whom we can obtain a character and a work experience reference.

<b>Work Reference:</b>	<b>Character Reference:</b>
Name (1)	Name (2)
Address	Address
Post Code	Post Code
Telephone Number	Telephone Number
Email Address	Email Address
Relation to self	Relation to self

## EMPLOYMENT HISTORY

Please give details of your employment over the last 20 years. Include any periods of unemployment in sequence. List current employer first and finish with earliest experience.

**It is important that you complete the salary details for at least the last two positions you have listed.**

NOTE: Your current employer will not be contacted until you have been offered and have accepted a position.

Dates From To <b>Basic Salary:</b> <b>Overtime:</b> <b>Bonus:</b> <b>Other Benefits:</b>	Employer Address  Telephone Number	Position Held Responsible to Outline Duties  Reason for leaving
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If necessary continue on an additional sheet.

Notice required in current position:
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Have you ever been discharged from a position? (If Yes then attach a statement of particulars)  Yes/No	Have you ever been convicted of a criminal offence? (If Yes then attach a statement of particulars)  Yes/No
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Please use this space to give details of any training or other skills that you think would be of value if employed.  
Give dates and duration of any courses attended.

## LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.  
Include any society memberships and any out-of-work responsibilities.

## GENERAL COMMENTS

Please use this space to give any other information that you wish to be considered in your application.

## DECLARATION

PLEASE READ CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION.

1. I certify that all the information given by me in this application is to the best of my knowledge complete and correct.
2. I hereby authorise Norcott Technologies Limited to investigate all statements and references herein, and I agree that if any are found to be false or misleading, that this would constitute sufficient grounds for dismissal.

Signature of applicant:

Date: