



APPLICATION FOR EMPLOYMENT

PRIVATE & CONFIDENTIAL

Personal Details:	Position Applied For: _____
Mr / Mrs / Miss / Ms / Other _____	
Surname: _____ Forenames: _____	
Permanent Address: _____	
_____ Post Code: _____	
Telephone Number:	Home: _____
	Mobile: _____
Place of Birth: _____	
<small>(Please note, if this is not in the UK, you must provide proof of citizenship, right of residency and right to work documentation in its original format. No offer of employment will be made without this information)</small>	
How did you hear about this vacancy? _____	
What is your expected salary? _____	
Type of work required:	Full Time Part Time Temporary
What hours are you available to work? _____	
What date are you available to start? _____	
Please describe your greatest personal or professional achievement (Please continue on the Personal Statement if you need to)	

Education

Please complete the following listing the information in date order:

Schools attended from age 11	From	To	Examinations & Grade
Name: Address:			
Name: Address:			

Further Education

Please complete the following listing the information in date order:

Colleges attended from age 16	From	To	Examinations & Grade
Name: Address:			
Name: Address:			

Please state any further qualifications you have and relevant courses attended/completed:

Employment History *(Please explain any gaps in the last 5 years on the Personal Statement, i.e. unemployment, sickness, travelling etc.)*

Current Employer: _____

Employed from: _____ to: _____

Address: _____

Post Code: _____ Telephone Number: _____

Current Salary: _____

Duties / Responsibilities: _____

Reason for leaving: _____

Do we have permission to approach your current employer for a reference either by phone or in writing?

Yes / No

Previous Employer: _____

Employed from: _____ to: _____ Job Title: _____

Reason for leaving: _____

Since you no longer work for this employer, do we have permission to contact them for references?

Yes / No

Previous Employer: _____

Employed from: _____ to: _____ Job title: _____

Reason for leaving: _____

Since you no longer work for this employer, do we have permission to contact them for references?

Yes / No

Previous Employer: _____

Employed from: _____ to: _____ Job title: _____

Reason for Leaving: _____

Since you no longer work for this employer, do we have permission to contact them for references?

Yes / No

Special Requirements

Do you need any special facilities to help you attend an interview or perform the job?

***YES / NO**

* Please give details _____

Other Details

Are you legally able to drive a motor vehicle in this country ***YES / NO**

If YES, please indicate what type of Licence: **Provisional / Full / HGV / Non UK**

Driving Licence Number _____

Do you have any current endorsements on your licence *** YES / NO**

* Please give details _____

TO BE COMPLETED BY NON UK APPLICANTS

Right to Work

To the best of your knowledge, do you have the right to work in this country? **YES/NO**

If yes, you must produce ORIGINAL copies of your Passport, Birth Certificate, Driving Licence which must have the relevant Right to Work and Right of Residence authority from the Home Office and any other documentation that may be relevant to this application .

Failure to produce these documents will result in a delay in processing this application.

References

Please give details of one person, other than your current employer, who we can call upon for a reference.

Name: _____

Address: _____

_____ Post Code: _____

Telephone Number: Home: _____

Work: _____

Personal Statement

Please add any information, including hobbies and interests that you feel may support your application.

I hereby declare that the information contained in this application form is true and complete. I understand that if it is subsequently discovered that any statements made or documents supplied are found to be false or misleading, I will be liable to have my application disqualified or subsequently will be liable to be dismissed from my employment with the Company.

Signed: _____ Date: _____

Print Name: _____

For Office Use Only

Application Acknowledged Date _____ By _____

Interview Record

1st Interview Date _____ By _____

2nd Interview Date _____ By _____

Comments: -

Offer Letter Sent Date _____ Rejected Date _____

To Whom It May Concern:

I am writing to request a reference for _____ who provided your name as a referee. In order to help us make an informed decision on whether to employ the applicant, we would appreciate your co-operation in providing answers to the following questions.

The applicant has signed at the bottom of this page, giving us their permission to obtain this information.

1. How many days sick leave did the applicant take in the last year?

2. During their employment, did you have cause to bring disciplinary proceedings against the applicant?

YES / NO

3. If so, what were the circumstances and the outcome?

4. During their employment, did the applicant bring grievance proceedings against you?

YES / NO

5. If so, what were the circumstances and the outcome?

6. In your opinion how suitable would you say the applicant is for the position of _____?

Very Suitable

Suitable

No Comment

7. Please tick the box that most accurately describes the applicant.

	V Good	Good	Satisfactory	No Comment
Honesty				
Timekeeping				
Appearance				
Motivation				
Initiative				

Thank you for taking the time to provide this information and I enclose a pre-paid envelope for its return for the attention of Alexey Zimin, Casper Management Ltd The Cornfield, 21-23 Cornfield Lane, Eastbourne, East Sussex, BN21 4NE.

Declaration

I agree to Casper Management Ltd obtaining the above information

Signed _____ Dated _____

Print Name _____ (The Applicant)