

APPLICATION FOR EMPLOYMENT



Position Applying for: _____

Full/Part Time Where did you see the post advertised? _____

PERSONAL DETAILS

Mr/Mrs/Miss/Ms Full Name: _____

Address: _____

Tel No (Home): _____ (Work): _____

(Mobile): _____ Email: _____

Date of Birth: _____

Nationality: _____

EDUCATION & QUALIFICATIONS

School/College/ University	Subjects Taken	Results	Date Achieved

--	--	--	--

PROFESSIONAL QUALIFICATIONS

(Please include name of Examining Body):

TRAINING

Are you at present undertaking a course of study? Yes/No

If yes, please give details:

PRESENT EMPLOYMENT

Name & Address of Present Employer	Job Title	Date Commenced	Salary & Other Benefits
Reasons for wishing to leave:			
Notice period required to terminate present employment:			

PREVIOUS EMPLOYMENT

Name & Address of Previous Employers	Job Title	Dates From/To	Salary & Other Benefits

--	--	--	--

SKILLS AND EXPERIENCE

Please give full details of relevant experience gained in both your present and previous appointments, and any experience gained outside paid employment which you feel would be helpful to the position for which you have applied:

OUTSIDE INTERESTS

Please give details of any hobbies or other activities which interest you:

ADDITIONAL INFORMATION

Are you a car driver? Yes/No
Car Owner? Yes/No
Clean driving license? Yes/No (if no, please give details)

Have you ever suffered a serious injury/illness? Yes/No

If yes, please provide details: _____

Total number of days sick during the last two years? _____

Do you have any medical conditions which may require regular hospital appointments?

Yes/No

If yes, please provide details: _____

To your present knowledge are there any appointments that would require regular leave of absence? Yes/No

If yes, please provide details: _____

Within the forthcoming year have you any pre-booked arrangements that will require leave of absence (such as booked holiday)? Yes/No

If yes, please provide details: _____

REFEREES

Please give the name and addresses of two referees, one of whom should be your present employer, or former employer if not presently working.

<i>Referee One</i>	
Name:	
Position:	
Address:	
Telephone Number:	
Contact Prior to Interview?	

<i>Referee Two</i>	
Name:	
Position:	
Address:	
Telephone Number:	
Contact Prior to Interview?	

DECLARATION

I declare that the information I have given in this application is true to the best of my knowledge. I understand that, if it is found at a later date that I have given false information on this application, this could result in the termination of my employment without recourse.

Signed:

Date:

