

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Return this form to: _____		
POSITION APPLIED FOR _____		
Where did you hear of this vacancy? _____		
Surname	Forename(s)	Title
Address		
Postcode		
Telephone Number(s)	Preferred method of contact:	
Home		
Mobile		
E mail address	NI Number	
Current driving license? Yes/No	Details of Endorsements, if any	

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Are there any restrictions on your taking up employment in the UK (eg. do you require a work permit to work in the UK)?

Yes No (If yes, please provide details of any work permits etc.)

EDUCATION / QUALIFICATIONS HISTORY

Schools	From	To	Qualifications gained
Colleges/Universities	From	To	Qualifications
Other training, technical, professional qualifications and foreign languages, if applicable.			



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CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service.

EMPLOYMENT HISTORY

(Please complete in full, showing every period of employment and unemployment since leaving full time education (including any service in the Armed Forces), using a separate sheet if necessary. Please complete in reverse chronological order, with the most recent job first.)

DATES FROM - TO		NAME AND ADDRESS OF EMPLOYER AND NATURE OF OPERATION	JOB TITLE AND DUTIES	SALARY ON LEAVING (and package)	REASON FOR LEAVING



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DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that Munro Building Services Ltd reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and to obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and I understand that information will be processed in accordance with the Data Protection Act.
3. I understand that if offered a position by the Company, my engagement will be subject to satisfactory references.

Signed:

Date: