

Application for Employment

This form is private and confidential.

Please fill this form out in black ink, print in capital letters and tick boxes where applicable.

Personal Details.

Surname..... Mr/Mrs/Miss/Ms* Address.....

Forenames

Former Name
(if applicable)

..... Postcode.....

Home tel.no..... Mobile.

Nationality..... Email.....

*Delete as appropriate

Do you hold a current, valid driving licence? Yes No

Do you hold a current, valid HGV licence? Yes No

Is/are your licence/s clean? Yes No

If no, please give details.....
(Please bring your driving licence with you, should you be asked for an interview)

Do you require a permit to work in the UK? Yes No

If yes, do you have one? Yes No

Do you have any criminal convictions past or present? Yes No

How many days sickness have you had in the past year?.....

Employment.

Position applied for.....

Please state any holidays you may already have booked.....

How did you hear about this vacancy?

Do you know anyone currently employed by ADC? (Please state who).....

Employment History – Present/Last employer

Company Name..... Starting Salary/hourly rate.....

Address..... Present Salary/hourly rate.....

..... Employed from..... To.....

Type of business..... Reason for leaving.....

Job title and description/duties.....

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Application for Employment

Employment History – Previous Employers.

(Please give details of your employment history for the past 5 years)

Company Name.....

Company Name.....

Address.....

Address.....

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Type of Business.....

Type of Business.....

Job Title and description/duties.....

Job Title and description of duties.....

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Employed From..... To.....

Employed From..... To.....

Reason for Leaving.....

Reason for Leaving.....

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Company Name.....

Company Name.....

Address.....

Address.....

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Type of Business.....

Type of Business.....

Job Title and description/duties.....

Job Title and description of duties.....

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Employed From..... To.....

Employed From..... To.....

Reason for Leaving.....

Reason for Leaving.....

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Education.

Date From	Date To	Name & address of school, college & university	Subjects studied and Grade achieved.

Training Courses and other achievements.

Dates	Course title description.

References.

Please give details of two referees who can comment upon your experience and qualifications for this appointment. One of these should be your present or most recent employer.

Name.....	Name.....
Position.....	Position.....
Address.....	Address.....
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..... Post Code..... Post Code.....
Daytime phone number.....	Daytime phone number.....

Additional Information.

Please give any additional information you think might be relevant for this position.

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Declaration.

In signing this declaration you are confirming that the details you are providing us with on this application form are, to the best of your knowledge true and complete.

You are also giving permission for this information to be used in the recruitment process and to form the basis of your employee file if you are offered employment. You are also giving permission for sensitive data to be processed in confidence by the companies HR department for the purpose of equal opportunity monitoring.

Please note: ADC (East Anglia) Ltd reserves the right to check academic and professional qualifications.

Should information provided on this application form, or on an enclosed CV on past experience, and/or qualifications be found to be false, any offer of employment may be withdrawn.

Signed.....

Date.....