

APPLICATION FOR EMPLOYMENT

Position applied for: _____

1. Personal details

Title: Mr Mrs Miss Ms Other

Surname: _____ Forenames: _____

Address: House No / Name: _____ Street: _____

Town / City: _____ Postcode: _____

Daytime Tel: _____ Mobile: _____

Email: _____

Do you have permission to work in the UK: Yes No

Do you need a work permit to be employed in the UK: Yes No If yes, when does it expire:

Do you hold a current driving licence? Yes No Do you have access to a car? Yes No

Do you have any endorsements on your licence Yes No

If yes, please state the points and the reason for them:

Driving Licence No:

Valid for which vehicle classes:

Expiry Date: (LGV)

Expiry Date: (car)

Please note: If you are offered a position within the company you will be required to produce your current Drivers Licence along with either your Passport or Birth Certificate for photocopying.

2. Education and Qualifications

Secondary school	From	To	Examinations & Results
College / University			
Vocational Training			

Professional Membership & Qualifications:

3. Employment History (start with your most recent and work backwards)

Present Position:	From:	To:
Name of Employer:	Contact:	
Address:	Tel. No:	
Town / Postcode	Email:	

Please outline your responsibilities:

Reason for leaving or wishing to leave:

Period of notice required to terminate present employment:

Please notify us of any holidays booked:

Current Salary:

4. Previous Employment

Position:	From:	To:	Salary:
Name of employer:			
Address:			
Tel No:	Email:		

Responsibilities:

Reason for leaving:

Position:	From:	To:	Salary:
Name of employer:			
Address:			
Tel No:	Email:		

Responsibilities:

Reason for leaving:

5. Other Information

Salary expected:

Per wk/mth:

Have you worked for us previously: Yes No If yes, please state dates:

On what date would you be available to start work:

Describe why you feel you would be especially suited to the role applied for:

Do you have any relatives working for C. S. Ellis?

If Yes, give names and relationship:

Yes No

Please attach a current CV.

6. Employer references

Please give the names and addresses of two employers who we could approach for references with your permission.

Reference 1.

Organisation:	Name:	Job Title:
Address:	Town/Postcode:	
Tel. No:	Email:	

Reference 2.

Organisation:	Name:	Job Title:
Address:	Town/Postcode:	
Tel. No:	Email:	

7. Personal references

Please give the names and addresses of two personal references (not relatives) who we could approach for references with your permission.

Reference 1.

Name:	Occupation:	Tel. No:
Address:	Town/Postcode:	
Email:	Length of time known to you:	

Reference 2.

Name:	Occupation:	Tel. No:
Address:	Town/Postcode:	
Email:	Length of time known to you:	

8. Interests

Please give details of pastimes, hobbies, sports, etc.

9. Declaration:

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed: _____

Date: _____