



INVESTOR IN PEOPLE



→ business catering
→ delivery service
→ meetings, events & functions

APPLICATION FORM

PRIVATE & CONFIDENTIAL

PLEASE PRINT CLEARLY

position applied for:			
salary expected:	£		per
hours & days available to work:			
when would you be available to start?			
are you seeking a permanent position?			
If offered this position will you continue to work in any other capacity?	Yes	No	
Where did you hear about this vacancy?			
Do you know any past or present employees of the company? who?	Yes	No	If yes

Personal Details

Full Name:	Forename(s):	Surname
Title:		
Home Address:		Postcode
Home Telephone:	Mobile Telephone:	
E-mail address:		
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require a work permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Is your ability to perform the particular job for which you are applying limited in any way?
If so, how can we overcome this?

Do you have a current driving license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please give details of any driving offences currently under endorsement:		

Give details of any unspent criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974.)



Employment



List below your past & present employment, beginning with your current or most recent job:

Company:		Start Date:	
Job Title:		End Date:	
Type of Business		Salary:	
Address:			
Describe work you did and key responsibilities:			
Reason for leaving:			

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Job Title:		End Date:	
Type of Business		Salary:	
Address:			
Describe work you did and key responsibilities:			
Reason for leaving:			

Please describe any other work you have been involved in, e.g. voluntary, work experience, freelance, project work, etc.	
Dates/duration	Description:

References

Please provide names, addresses and occupations of two referees (not relatives), preferably previous employers whom we may approach with regard to your application at an appropriate and later date after obtaining your permission.

REFEREE 1	REFEREE 2
Name	Name
Occupation:	Occupation:
Address:	Address:
Telephone:	Telephone:

I declare to the best of my knowledge and belief the information given in this application is correct

Signature: _____ Date: _____

For Office use Only

Application form evaluated by:	Date:
Comments:	

Action:			
1 st Stage INTERVIEW	Date:	or REJECT <input type="checkbox"/>	or HOLD <input type="checkbox"/>
2 nd Stage INTERVIEW	Date:	or REJECT <input type="checkbox"/>	or HOLD <input type="checkbox"/>
3 rd Stage JOB OFFER	Date sent:	Date returned:	or 'REGRET' <input type="checkbox"/>

If 'REJECT':

Regret Letter sent: Date:

Offer details:	
References requested from:	
Referee (1)	Yes <input type="checkbox"/>
Referee (2)	Yes <input type="checkbox"/>
References returned from:	
Referee (1)	Yes <input type="checkbox"/>
Referee (2)	Yes <input type="checkbox"/>