

FOR OFFICE USE ONLY

Action:

Reason:

Ref No:



March 2007

## APPLICATION FOR EMPLOYMENT STRICTLY CONFIDENTIAL

### THE PURPOSE OF THIS FORM

It is important for us to know as much as possible about you so that the Company's needs may be matched with your particular talents and expectations. Please complete this form carefully. It is an important part of our selection procedure and will help us make the best use of any interview that may follow.

Please answer all the questions. If a question is not applicable to you please indicate this by the use of the letters 'N/A'. Where multiple choice boxes are used please indicate your answer by ticking the appropriate box.

As this form may be photocopied, please type or write your answers clearly in black or dark blue/ink biro.

If you are unable to complete this form because of a disability, please contact the personnel department on the number given on the last page of this form.

### POSITION APPLIED FOR: \_\_\_\_\_

#### HOW DID YOU FIND OUT ABOUT THE VACANCY?

- Newspaper (please specify)  
 Word of mouth  
 Other (please state)

### GENERAL

Do you have any commitments relating to the performance of public duties that may affect your availability for work e.g. Retained Fireperson/T Army?

If 'Yes' please specify Yes  No

### PERSONAL DETAILS

Mr  Mrs  Miss  Ms

Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Date of Birth (Optional)

Present Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail \_\_\_\_\_

### MEDICAL HISTORY

Is there any type of work that you are not able to do for medical/health reasons?

If 'Yes' please give details. Yes  No

### WORKING ARRANGEMENTS

Do you have any physical/mental conditions which might require special working arrangements/adjustments to be made?

If 'Yes' please give details Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TRANSPORT

Do you hold a full driving licence? Yes  No   
Detail any endorsements:

Do you possess your own transport? Yes  No   
If 'No' how do you propose to travel to work?

**GENERAL EDUCATION**

Please detail education since age 11.

Dates				Name and Address of School	Subjects studied	Qualifications obtained
From		To				
M	Y	M	Y			

**FURTHER EDUCATION/TRAINING**

Please give details of further education since leaving school including training courses. State under 'Type of Training' if full time, day release, evening or correspondence.

Dates				Name of College or University	Type of Training	Subjects studied	Qualifications obtained where appropriate
From		To					
M	Y	M	Y				

Professional Organisations. Please give details of membership

**EMPLOYMENT DETAILS**

Present or last employer

Full Time

Part Time

Full name and address of employer:

Reason for Leaving or Applying for this position:

Notice Required:

Tel No:

Employed From:

Job Title:

Employed To:

Reporting To:

Salary and Benefits:  
*(Optional)*

Main Responsibilities:

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**PREVIOUS EMPLOYMENT**

Please list recent first and work backwards. Do not include current or last employer detailed on previous page.  
Please give details of voluntary or unpaid work experience.

Dates				Name and Location of Employer	Job Title and Responsibilities	Full Time/ Part time	Reason for Leaving
From		To					
M	Y	M	Y				

**EMPLOYMENT BREAKS**

Dates				Please explain any breaks in the above employment history and list periods of registered unemployment
From		To		
M	Y	M	Y	

**FURTHER INFORMATION**

Please detail in this section any information you would like to give in support of your application.

**LEISURE INTERESTS**

Please detail here any activities you undertake in your spare time.

**REFERENCES**

Any offer of employment will be subject to the receipt of satisfactory references covering your activities over the last three years. The first reference will be sought from your present employer (as detailed on page 2), please provide the full name and address of one other referee from your previous employer. If you have NOT been employed please give details of two individuals other than family or friends who may be contacted for a character reference, e.g. priest, headmaster, professional contact. Please do NOT give the name of your doctor unless a previous employer.

Reference 1

Reference 2

Name:

Address:

Tel No:

Please indicate whether we may contact any of your referees prior to an offer of employment:

Referee 1  Yes  NoReferee 2  Yes  No**DECLARATION**

In order for us to comply with various legal requirements, we require you to authorise the following disclosures:

**MEDICAL**

Failure to allow the Company access to medical information will restrict our ability to make appropriate judgements about your fitness for employment and could result in employment being withheld or terminated. In order to allow us access to relevant medical information held by your General Practitioner or Consultant/specialist please sign the declaration below.

You have a right to refuse this request and to have sight of and amend any reports you consider inaccurate. I agree that I have read the above disclosure and hereby give my authorisation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

**DATA PROTECTION**

By signing and returning this application form, I consent to A Steadman & Son Ltd using and keeping information about me, provided by me or third parties, such as references, relating to my application or future employment. Such information may include details relating to my health.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

**GENERAL**

I confirm that to the best of my knowledge the information given on this form is complete and correct. Any misleading statement or deliberate omission will disqualify my application and lead to dismissal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**

The Personnel Department  
A Steadman & Son Ltd  
Warnell  
Welton  
Carlisle  
CA5 7HH

Tel: 016974 78277  
Fax: 016974 78530

Thank you for taking the time to complete this document.

[www.steadmans.co.uk](http://www.steadmans.co.uk)