

application for employment

APEX ARE AN EQUAL OPPORTUNITIES EMPLOYER



exhibition house london road macclesfield cheshire SK11 7QX
t: 01625 429 370 f: 01625 611 699 e-mail: apex@apex.co.uk

PLEASE COMPLETE AND RETURN FAO JANICE WITHERS

PLEASE PRINT CLEARLY

Position applied for: Date of application:.....

Name: Date of birth:

Address:.....

.....

E-mail:.....Nationality:.....

Telephone: Mobile:.....

National Insurance Number:Date available for work:

How will you get to work should you be offered a position?

Will you travel if the job requires it? Yes No

Will you work overtime if required? Yes No

Will you work shift or other flexible working arrangements if required? Yes No

Do you hold a full current driving license? Yes No

Details of any endorsements:

.....

Have you ever been dismissed for improper conduct? Yes No

If Yes, please give details:

Do you suffer from an ailment or disability or do you need to take medication which may affect your attendance? Yes No

If Yes, please give details:

Have you ever submitted an injury or disability claim against an employer? Yes No

If Yes, please give details:

Have you ever been convicted of a criminal offence? Yes No

(you need not disclose convictions deemed as spent under the Rehabilitation and Offenders Act 1974)

If Yes, please give details of offences, sentences and dates:

.....

IF YOU NEED MORE SPACE FOR ANY OF YOUR ANSWERS PLEASE CONTINUE ON A BLANK SHEET OF PAPER

Skills and Qualifications

Summarise any training, skills, licenses, certificates and/or characteristics that are relevant to the position you are applying for:

.....

.....

.....

.....

Application form continued on next page...

Educational Background

| Name & Location of School/College/University | From | To | Qualifications | Subjects |
|--|------|----|----------------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Employment History

Give details of your last three previous positions starting with the most recent.

Position Held: From: To:
 Name of Employer:
 Address:
 Salary (starting): Salary (finishing):
 Any additional benefits:
 Summarise nature of work undertaken:

Position Held: From: To:
 Name of Employer:
 Address:
 Salary (starting): Salary (finishing):
 Any additional benefits:
 Summarise nature of work undertaken:

Position Held: From: To:
 Name of Employer:
 Address:
 Salary (starting): Salary (finishing):
 Any additional benefits:
 Summarise nature of work undertaken:

References (please provide two names of people that we may contact with at least one being from a recent employer)

| Name | Position | Address / Phone No. / email |
|------|----------|-----------------------------|
| | | |
| | | |

I declare that to the best of my knowledge and belief the above information is true and complete. I understand that any misrepresentations or non-disclosure on my part may jeopardise my application or confirmed employment.

This information will form part of your Contract of Employment should your application be successful.

Signature: Date: