

# APPLICATION FOR EMPLOYMENT



Payroll No.

**This form will be treated as confidential**

## PERSONAL DETAILS

Surname			
Forename(S)		Marital Status	
Title (eg Mr. Mrs)		Date of Birth	
Address			
		Postcode	
Home Tel		Mobile	
Do you own your own transport      Yes <input type="checkbox"/> No <input type="checkbox"/>			

## NEXT OF KIN (IN CASE OF EMERGENCY)

Name			
Address			
		Postcode	
Home Tel		Work Tel	

## PAYROLL INFORMATION

National Ins No.		Sex    M    F	Date of Application	
Bank Name		Name of Account Holder		
Bank Address		P46 Signed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Account No		Sort Code		
If Building Society Please give reference number of account				

## PRESENT EMPLOYMENT

Employers Name and Address	Office Telephone
	Notice Required
Job Title	Date of Commencement
Description of duties and responsibilities	

## HEALTH/MEDICAL DETAILS

Do you suffer from any ill health? YES/NO If yes please give details

Have you been absent from work through ill health for more than 10 days at a time? YES/NO If yes please give details

Short-listed applicants must complete a medical questionnaire. A medical examination may be required for new employees

## CUSTOMS AND EXCISE

Have you been involved with, either directly or indirectly any investigation or prosecution by the Home Office or HM Customs and Excise? If yes please give details

## ASYLUM & IMMIGRATION ACT 1997

In order to comply with the Immigration and Asylum Act of 1997, all successful applicants will be required to provide their birth certificate, passport and or/ Home office registration document in order to ensure their eligibility to work in the United Kingdom

## DATA PROTECTION ACT 1998

By providing the information in your application form you are consenting to its use by Reynolds Recruitment and its associate companies for the purpose of processing your application on our computerised Payroll/HR system and monitoring the efficiency of our recruitment/other employment procedures. These records will be kept for six months after the completion of the recruitment process. If you are successful, your application form and any other information provided by you will form the basis of your personal file

## DECLARATION

The facts set out in this application are to the best of my knowledge true and complete. I undertake to inform the agency of any changes of circumstances. I have also read and understood the terms and condition of employment given to me.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## INTERVIEWERS COMMENTS

## EMPLOYMENT HISTORY

Please give the names and addresses of your previous employers, starting with the most recent.

Name	Name
Position	Position
Employer	Employer
Address	Address
Dates	Dates
Telephone	Telephone

Name	Name
Position	Position
Employer	Employer
Address	Address
Dates	Dates
Telephone	Telephone

## CRIMINAL RECORD

Please give details of any criminal convictions, except for those spent under the Rehabilitation of Offenders Act, 1974 or details of any likely prosecution that may affect your employment with this company.

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## DRIVING LICENCE DETAILS

	Number	Class	Date Issued	Expiry
Car/LGV				

## LGV APPLICANTS ONLY

Do you own a driver smart card?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of current tachograph regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If required would you complete a small tacho test?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## EQUAL OPPORTUNITIES

Most employers are committed and working towards equal opportunity in employment, training and development. In order to monitor the progress recruitment and selection practices please provide the following personal details

				<b>Gender</b>	
UK/European	African/Caribbean	Asian	Other	Male	Female
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you consider you have a disability which is relevant to your application? YES/NO If yes please give details

Applicants with a disability, who meet the criteria for the post, will be considered on their abilities

**EDUCATION, TRAINING AND DEVELOPMENT** Please include any other licence held

School/University/College	From	To	Qualifications and Grades Achieved
Professional Institutions	Dates		Grade of Membership

**LEISURE INTERESTS**

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**PLEASE GIVE DETAILS OF PREVIOUS WORK EXPERIENCE**

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**REFERENCES**

Name and address of two persons to whom references may be made (one should be your present or last employer)

References 1	References 2
Telephone No.	Telephone No.

May we contact them without further authority? **YES/NO**

References will be taken for short listed applicants unless otherwise indicated