

# EMPLOYMENT APPLICATION



Position applied for:

Reference number:

## Personal Information

Surname:	Age:	Date of Birth:
First Names:	Home Telephone No:	
Home Address:	Mobile Telephone No:	
	Mr/Mrs/Miss/Ms:	
	Dates when not available for interview:	

## Present Employment

Employers Name and Address:		Office Telephone:
		Notice Required:
Job Title:	Current salary:	Date of commencement:
Description of duties and responsibilities:		

## Previous Employment – starting with the most recent

Employers Name/Address	From: To:	Salary:	Reason for leaving:
	Duties, skills and responsibilities:		
Employers Name/Address	From: To:	Salary:	Reason for leaving:
	Duties, skills and responsibilities:		
Employers Name/Address	From: To:	Salary:	Reason for leaving:
	Duties, skills and responsibilities:		

Please list any other employment on a separate piece of paper

## Education, Training and Development

School/College/University:	From:	To:	Qualifications and Grades Achieved:
Vocational Training:	From:	To:	Qualifications and Grades Achieved:
Professional Institutions:	Dates:		Grade of Membership:
Do you hold a full driving licence? <b>Yes/No</b> Do you own a forklift licence? <b>Yes/No</b> Do you own a car? <b>Yes/No</b>			
Leisure Interests:			

## References

Name and address of two persons to whom reference may be made (one should be your last or present employer)	
Reference 1:	Reference 2:
May we contact them without further authority? <b>Yes/No</b>	

## Supporting Information

Please give examples of your special skills, abilities and experience which you consider to be relevant to the employment application:

Reasons for seeking this appointment:

## Equal Opportunities

Whitby Morrison is committed and working towards equal opportunity in employment, training and development. In order to monitor the progress of our recruitment practices please provide the following details:

Ethnic Origin				Gender	
UK/European	African/Caribbean	Asian	Other	Male	Female
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you consider you have a disability which is relevant to the 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*

## Health and 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 over the last 12 months? **Yes/No** If Yes, how many days? { }

If more than 10 days please give details:

*Short-listed applicants are asked to complete a medical questionnaire. A medical examination may be required.*

Do you smoke? <b>Yes/No</b> If Yes how many per day? { }	How many units of alcohol do you consume weekly? { }
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## Other Information

Have you ever been convicted of a criminal offence? **Yes/No** If Yes please give details:

Have you applied for a position with Whitby Morrison before? **Yes/No** If Yes please give details:

## Declaration

I declare that the information contained in this form is to the best of my knowledge correct and complete. I declare that I am eligible for employment in the UK. I understand that any false statement may disqualify me from employment or render me liable to be dismissed.

Signature:

Date:

Completed form to be returned to:

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