



PRIVATE & CONFIDENTIAL

PLEASE USE BLOCK CAPITALS

APPLICATION FOR EMPLOYMENT

PERSONAL

SURNAME	FULL ADDRESS
CHRISTIAN NAME(S)	
	POSTCODE:
E-MAIL:	TEL.NO:
	MOBILE NO:

TRANSPORT

DO YOU OWN A CAR?	YES/NO	HAVE A CURRENT DRIVING LICENCE?	YES/NO
IS IT A CLEAN LICENCE?	YES/NO	IF NO GIVE DETAILS:	

EMPLOYMENT

POSITION APPLIED FOR:	DEPARTMENT:
FULL TIME/PART TIME/CASUAL:	DAYS/HOURS/TIMES AVAILABLE:
HAVE YOU PREVIOUSLY WORKED FOR US: YES/NO	IF YES, WHEN?
HAVE YOU ANY RELATIVES WORKING FOR US? YES/NO	IF YES, PLEASE GIVE NAMES & RELATIONSHIP:

EDUCATION

	<u>FROM</u>	<u>TO</u>	<u>EXAMINATION RESULTS</u>
SCHOOLS			
COLLEGE/UNIVERSITY			
FURTHER EDUCATION			
FORMAL TRAINING			

PLEASE GIVE BRIEF DETAILS OF PASTIMES, HOBBIES, SPORTS ETC:

HAVE YOU ANY SKILLS, EXPERIENCE OR QUALIFICATIONS, WHICH YOU FEEL, WOULD ESPECIALLY SUIT THE POSITION THAT YOU ARE APPLYING FOR?

EMPLOYMENT HISTORY

PRESENT/LAST EMPLOYER:	TYPE OF BUSINESS:
ADDRESS:	TYPE OF WORK:
	PRESENT SALARY: PER ANNUM/HOUR
POST CODE:	FROM: TO:
RESPONSIBILITIES:	REASON FOR LEAVING:

PLEASE GIVE DETAILS OF YOUR PREVIOUS EMPLOYMENT, MOST RECENT FIRST

1. EMPLOYER:	2. EMPLOYER
TYPE OF BUSINESS:	TYPE OF BUSINESS:
ADDRESS:	ADDRESS:
RESPONSIBILITIES:	RESPONSIBILITIES:
FROM: TO:	FROM: TO:
REASON FOR LEAVING:	REASON FOR LEAVING:

3. EMPLOYER:	4. EMPLOYER
TYPE OF BUSINESS:	TYPE OF BUSINESS:
ADDRESS	ADDRESS
RESPONSIBILITIES:	RESPONSIBILITIES:
FROM: TO:	FROM: TO:
REASON FOR LEAVING:	REASON FOR LEAVING:

3.

DO YOU HAVE ANY CURRENT 'UNSPENT' CONVICTIONS OR CAUTIONS (INCLUDING REPRIMANDS OR WARNINGS)
 YES NO

If YES PLEASE PROVIDE FURTHER DETAILS. YOU DO NOT NEED TO TELL US ABOUT PARKING OFFENCES.

WE WELCOME APPLICANTS WITH DISABILITIES.

PLEASE TELL US IF THERE ARE ANY 'REASONABLE ADJUSTMENTS' WE CAN MAKE TO ASSIST YOU IN YOUR APPLICATION OR WITH OUR RECRUITMENT PROCESS.

PERSONAL REFERENCES

PLEASE GIVE DETAILS OF TWO PEOPLE (NOT RELATIVES) WHO WE COULD APPROACH FOR A REFERENCE.

NAME:	NAME:
ADDRESS:	ADDRESS:
POST CODE:	POST CODE:
TEL. NO.:	TEL. NO.:

DECLARATION

THE FACTS SET FORTH IN THIS APPLICATION FOR EMPLOYMENT ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE.

SIGNATURE:.....DATE:.....

INFORMATION ON YOUR C.V. OR THIS APPLICATION FORM LATER TO BE FOUND UNTRUE, WILL BE TREATED AS A SERIOUS ACT OF MISCONDUCT WHICH MAY RESULT IN SUMMARY DISMISSAL

PLEASE COMPLETE AND RETURN TO:

**Bakers and Larners of Holt
8 -12 Market Place
Holt
Norfolk
NR25 6BW**