

APPLICATION FOR EMPLOYMENT

DID A CURRENT EMPLOYEE INFORM YOU OF THIS JOB?

YES / NO

If "YES" PLEASE GIVE NAME OF EMPLOYEE-

PERSONAL

Surname:

Title:

Forenames:

Address:

Contact Details:

Home:

Work:

Mobile:

Email Address:

Postcode:

National Insurance Number:

Do you have a current driving licence? YES/NO. Is it clean? YES/NO.

If NO, give details:

Driving Licence number:

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO.

EMPLOYMENT

Position applied for:

Where did you hear about this position?

If offered this position, will you continue to work in any other capacity?

Have you previously worked for us? YES/NO. If YES, when?

On what date would you be available to start?

EDUCATION

Schools	From	To	Examinations and results
College / University	From	To	Courses and results
Further education and formal training	From	To	Courses and results
Professional membership and qualifications:			
Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job.			

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent						
Name and address of employer	From		To		Final Salary	Name of Supervisor
	Month	Yr	Month	Yr		
					£ per	
	Job Title:					
	Describe the work you did:					
	Reason for leaving:					

Name and address of employer	From		To		Final Salary	Name of Supervisor
	Month	Yr	Month	Yr		
					£ per	
	Job Title:					
	Describe the work you did:					
	Reason for leaving:					

Name and address of employer	From		To		Final Salary	Name of Supervisor
	Month	Yr	Month	Yr		
					£ per	
	Job Title:					
	Describe the work you did:					
	Reason for leaving:					

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed: _____

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s).

DECLARATION

By signing below I consent to the information provided on this form being stored and processed for future recruitment, monitoring and personnel reporting purposes and also that information may be requested from third parties, i.e. referees. I also confirm that all the information contained in this application form is true and that any statements which are discovered to be false will result in any offer or actual employment being terminated

Signature: _____ Date: _____

Please return to: HR Department, Leiths (Scotland) Ltd, Rigifa, Cove, Aberdeen, AB12 3LR