

APPLICATION FOR EMPLOYMENT

IN CONFIDENCE:

Use further paper if you need to give fuller answers

1. JOB DETAILS			
Post applied for:			
2. PERSONAL DETAILS			
Surname:	Title:	First Name:	Name you wish to be known by:
Please details any other names you have been known by:			
National Insurance No:			
Address:			
Postcode:			
Home Telephone:			
Mobile Telephone:			
Please give the following contact details if it would be appropriate for MJ Abbott to use them to contact you			
Work Telephone:			
E-mail:			
Are you a UK National? Yes / No			
If no, you are required to provide evidence of your legal right to work in the UK. All documents must be original and we will need to take photocopies. Information given may need to be discussed with the Immigration Authorities.			
Have you ever been convicted of a criminal offence? Yes / No			
If yes, please detail including the nature of the offence and date of conviction			
Please tell us if there are any dates when you will <u>not</u> be available for interview:			
If appointed how soon could you take up the post?			
Are you subject to any contractual restrictions which might hinder or prevent you from working for us? If so, please provide us with a copy of the relevant part of your contract containing these restrictions.		Yes / No	
Have you had any previous contact / do you have any current contact, with MJ Abbott? Yes / No If yes, please give details			
Do you hold a <u>full current UK</u> driving licence? Yes / No			



MJ Abbott Limited
 Bratch Lane, Dinton, Salisbury, SP3 5EB
 Tel: 01722 716361 www.mjabbott.co.uk

Do you have any <u>driving convictions</u> on your licence? Yes / No		If yes, please detail
Date of conviction	Offence	Penalty issued

3. EDUCATION, TRAINING and DEVELOPMENT

Please list any academic or other relevant qualifications, starting with the most recent:

If the post requires specific qualifications you will be required to provide documentary evidence before employment.

Please list other relevant learning opportunities e.g. training courses & certificates achieved:

(continue on additional sheet if necessary)

4. PRESENT or LAST EMPLOYER (No approach will be made before an offer of employment is made)

Employer's name:				
Address:				
Job title:				
Duties and responsibilities:				
Pay rate:				
Date employed:	From:		To:	
Reason for leaving:				

5. PREVIOUS EMPLOYMENT and EXPERIENCE

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs.

(continue on additional sheet if necessary)

Please give details of any relevant skills / experience gained outside employment (e.g. through voluntary service, clubs etc):

(continue on additional sheet if necessary)

6. SUPPORTING INFORMATION

Please detail how you meet the person specification for this post, providing examples from work, voluntary or life experiences, stating why you are applying for this job and the reasons you would be particularly suited to it.

(continue on additional sheet if necessary)

7. REFERENCES			
Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. No reference will be sought without your consent			
Referee 1:		Referee 2:	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Postcode:		Postcode:	
Tel No:		Tel No:	
Email:		Email:	
In what capacity does this person know you?		In what capacity does this person know you?	
Why are you seeking employment?			

8. DECLARATION	
I confirm that to the best of my knowledge the information that I have provided on this form is correct and complete. I accept that providing deliberately false or misleading information could result in my dismissal.	
Signed:	Date:
Please return Application Form and the following Equal Opportunities Monitoring Form to:	
MJ Abbott Ltd Bratch Lane, Dinton, Salisbury, Wiltshire, SP3 5EB	
Email: jules.simmons@mjabbott.co.uk www.mjabbott.co.uk	
If you are called to an interview, you may be asked to complete a Health Monitoring Form	
All data requested will be used for recruitment purposes only. Please refer to our attached Recruitment Privacy Policy for further information.	

EQUAL OPPORTUNITIES MONITORING FORM

MJ Abbott Limited is an Equal Opportunity Employer. We are committed to the active promotion of equal opportunity, both in the provision of services and as an employer.

To help us monitor our equal opportunity policy in recruitment and selection procedures, you are requested to complete the following questionnaire.

Completion of this form is entirely voluntary and the information that you provide will not be used in any part of the selection procedure. Information is requested for monitoring purposes only. This sheet will be separated from your application form before short-listing and it will be held separately and securely by the Director responsible for oversight of Equal Opportunities Policy.

Post applied for: _____

(Please circle your answers)

Gender: Male Female

Age: up to 25 26-35 36-45 46-55 56 and over

Marital status: single married separated divorced

Number of dependents: _____

Disability status: Would you describe yourself as having a disability? Yes / No

If yes, please describe your disability (optional) _____

Ethnicity

White:	British	Irish			Any other white background, please specify.....
Mixed:	White & Black Caribbean	White & Black African	White & Asian		Any other mixed background, please specify.....
Asian or Asian British:	Asian or Asian British	Indian	Pakistani	Bangladeshi	Any other Asian background, please specify.....
Black or Black British:	Caribbean	African			Any other Black background, please specify.....
Chinese or other ethnic group:	Chinese				Any other ethnic group, please specify.....

How did you hear about the vacancy applied for _____