MJ ABBOTT

Employment Application Form

Please complete in full and return as described in Section 9

Position applied for: _____

The information supplied on this form will be treated in confidence.

Section 1 - Personal details	
Last name	
First name(s)	
Address	
Postcode	
Home telephone	
Mobile no.	
Email address	
National Insurance no.	
Are you eligible to work in the UK?	☐ Yes ☐ No
Do you hold a full UK driving licence?	☐ Yes ☐ No
If YES, do you have your own or have access to a vehicle for travelling to work?	☐ Yes ☐ No
Do you have any driving convictions on your licence?	☐ Yes ☐ No
If YES: date of conviction, offence and penalty issued	
Have you previously been employed by any of the MJ Abbott Group companies?	☐ Yes ☐ No
If YES: which company and time period	
Have you ever been convicted of a criminal offence?	☐ Yes ☐ No
If YES: date of conviction and offence	

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Employment Application Form (continued)

Section 2 - Present employment (no approach will be made before an offer of employment is made)

Current or most recent employer

Name & address of employer		
Postcode		
Job title		
Brief description of duties		
Date of appointment (from / to)	From:	To:
Notice required		
Salary / hourly rate		
Reason for leaving		

Section 3 - Previous employment

Most recent first. Leave blank any you do not need.

Previous employer (1)

Name & address of employer		
Postcode		
Job title		
Brief description of duties		
Dates (from / to)	From:	To:
Reason for leaving		

Previous employer (2)

Name & address of employer		
Postcode		
Job title		
Brief description of duties		
Dates (from / to)	From:	To:
Reason for leaving		

Previous employer (3)

Name & address of employer		
Postcode		
Job title		
Brief description of duties		
Dates (from / to)	From:	To:
Reason for leaving		

Section 4 - Education & professional qualifications

School / College / University	Course or subjects	Qualification / grade attained

Please note any professional / management qualifications or memberships you have below.

Course detail / professional or technical association	Qualification / membership level

Section 5 - Training & development

Give details of any training and development courses which may support your application. This may include any on the job training as well as formal courses. Please tick the appropriate boxes.

CSCS card	☐ Red ☐ Green ☐ Blue ☐ Gold ☐ Black ☐ White
SVQ / NVQ (type / details)	
CPCS cards (type / details)	
Streetworks (type / details)	
Supervisor / management qualifications	☐ SSSTS ☐ SMSTS
Other management qualifications	

Please use the space below to give details of any other training or non-qualification based development which is relevant to the post and supports your application.

Date(s)	Course title / achievement	Results (where applicable)

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

Section 6 - Supporting information

Please use this section to detail any other skills, achievements, knowledge or experience you have in support of your application for this post and why you are seeking employment:

Section 7 - References

(No approach will be made before an offer of employment is made)

Please provide the names and addresses of two references. At least one should be your current or most recent employer. If you have not previously been employed then a head teacher or college or someone that knows you in a professional capacity would be acceptable.

Reference 1

Name	
Position	
Company	
Address	
Phone no.	
Email	

Reference 2

Name	
Position	
Company	
Address	
Phone no.	
Email	

Section 8 - Declaration

How & where did you learn about this post?	

I confirm:

- all the information given by me in this form to be correct to the best of my knowledge;
- all questions relating to me have been answered fully and truthfully;
- I possess all of the qualifications to which I claim to hold;
- I understand should my application be successful and it be discovered subsequently that the information provided has been falsified then disciplinary action may result in dismissal from this post.

☐ I confirm the declaration above.

☐ I have read the privacy notice for job applicants and understand the data requested will be used for recruitment purposes only.

Signed: _____ **Date:** _____

If completing on screen, typing your full name in the Signed box is accepted as your signature.

Section 9 - Returning this form

Upon completion of this form please ensure it is returned to the following address:

By post to:
MJ Abbott Limited
Bratch Lane
Dinton
Salisbury
Wiltshire
SP3 5EB

or alternatively by email to:
recruitment@mjabbott.co.uk

All data requested will be used for recruitment purposes only. Please refer to our privacy notice for job applicants for further information:
https://www.mjabbott.co.uk/wp-content/uploads/2026/11/MJ-Abbott-Privacy-Notice-for-Job-Applicants.pdf

Additional information

Use the space below to add in any other information (please state the section number it relates to):

MJ ABBOTT

Equal Opportunities Monitoring

Section 10 - voluntary, separated before short-listing

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 HR department solely for monitoring purposes. Failure to complete this section will not affect your application in any way.

Section 10 - Equal opportunities monitoring

Position applied for	
Gender	☐ Male ☐ Female ☐ Prefer not to say
Age group	☐ Up to 25 ☐ 26-35 ☐ 36-45 ☐ 46-55 ☐ 56+ ☐ Prefer not to say
Marital status	☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Prefer not to say
Number of dependents	

Ethnic origin

I would describe my ethnic origin as (please tick one of the following):

White	☐ British ☐ Irish ☐ European* ☐ Other*
Black	☐ African ☐ Caribbean ☐ Other*
Asian	☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Other*
Other	☐ Chinese ☐ Mixed ☐ Other* ☐ Prefer not to say
*Please specify	

We are aware that some people may not be happy with the classifications used on this form and if you wish to classify yourself in some other way, please use the "please specify" box to do so.

Disability

Do you consider yourself to be disabled?	☐ Yes ☐ No ☐ Prefer not to say
If you have ticked 'Yes', are you registered disabled?	☐ Yes ☐ No
Would you require any special adaptions / equipment to take up employment?	☐ Yes ☐ No

If you have answered 'Yes' to any of the above questions, can you please provide details in the space below: