|  |  |  |
| --- | --- | --- |
| **PRIVATE AND CONFIDENTIAL** | | |
| Return this form to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  POSITION APPLIED FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Where did you hear of this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Surname** | **Forename(s)** | **Title** |
| **Address**  **Postcode** | | |
| **Telephone Number(s)**  **Home**    **Mobile** | **Preferred method of contact:** | |
| **E mail address** | **NI Number** | |
| **Current driving license? Yes/No** | **Details of Endorsements, if any** | |
| **Are there any restrictions on your taking up employment in the UK (eg. do you require a work permit to work in the UK)?**  **Yes No (If yes, please provide details of any work permits etc.)** | | |

**EDUCATION / QUALIFICATIONS HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools | From | To | Qualifications gained |
|  |  |  |  |
| Colleges/Universities | From | To | Qualifications |
|  |  |  |  |
| Other training, technical, professional qualifications and foreign languages, if applicable. | | | |
|  | | | |

**CRIMINAL RECORD**

|  |
| --- |
| **Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service.** |

**EMPLOYMENT HISTORY**

**(Please complete in full, showing every period of employment and unemployment since leaving full time education (including any service in the Armed Forces), using a separate sheet if necessary. Please complete in reverse chronological order, with the most recent job first.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATES FROM - TO** | | **NAME AND ADDRESS**  **OF EMPLOYER AND NATURE OF OPERATION** | **JOB TITLE AND DUTIES** | **SALARY ON LEAVING (and package)** | **REASON FOR LEAVING** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**OTHER EMPLOYMENT (such as TA/school governor) with which you would continue.**

Please explain here your specific reasons for this application, including details of your main achievements, skills and abilities that are particularly relevant to this post. Please also include any relevant information not included elsewhere on this form.

**LEISURE/NON WORK ACTIVITIES**

|  |
| --- |
| Please note here your leisure interests, sports and hobbies, other non-work activities etc. |

**REFERENCES**

|  |  |
| --- | --- |
| Please note here the names, addresses, e mail addresses and telephone numbers of two people from whom Munro Building Services Ltd may obtain both character and work experience references. Please explain their relationship to you. One should normally be your most recent employer. Please explain why this is not so, if applicable. | |
| 1.  Relationship: Personal / Professional  Do we have permission to contact this referee? | 2.  Relationship: Personal / Professional  Do we have permission to contact this referee? |

**DECLARATION (Please read this carefully before signing this application)**

|  |
| --- |
| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I agree that Munro Building Services Ltd reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and to obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and I understand that information will be processed in accordance with the Data Protection Act. 3. I understand that if offered a position by the Company, my engagement will be subject to satisfactory references.   **Signed: ……………………………………………..**  **Date: …………………………….** |