

Employment Application Form

CMG14 • 04.04



This confidential application for employment and the personal data contained therein will be retained on file by CMG. If your application is unsuccessful, this form and its contents will be kept on record for a period of not less than four calendar months.

PERSONAL DETAILS

Title Mr Mrs Ms Miss Other: _____

Surname _____

Forename(s) _____

Home address _____

Postcode _____

Date of birth _____

Telephone Home _____

Mobile _____

Work _____

National Insurance no. _____

POSITION DETAILS

Position applied for _____

Department _____

How did you hear about this vacancy? _____

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For office use only

Interview 1 Interviewer(s) _____

Interview 2 Interviewer(s) _____

Interview 3 Interviewer(s) _____

Correspondence UA Date JO Date

Ref 1 Date Ref 2 Date

Reply Date Reply Date

GENERAL & HIGHER EDUCATION (FROM AGE 11)

Institution	From	To	Examinations/Qualifications

PRACTICAL TRAINING AND APPRENTICESHIP

Institution	From	To	Examinations/Qualifications

OTHER DETAILS

LANGUAGES

Are you a fluent speaker of a foreign language? YES NO

If yes, please give details

DRIVING

Do you own a car? YES NO

Do you have a current driving licence? Provisional Full HGV NO

Do you have any current endorsements? YES NO

If yes, please give details

CRIMINAL CONVICTIONS

Do you have a Criminal Conviction not regarded as spent under The Rehabilitation of Offenders Act, 1974? YES NO

If yes, please give details

We shall require a basic disclosure form, available from Police.

Please include details of your most recent/current position first, working backwards over the last 10 years.

PRESENT/MOST RECENT EMPLOYER

Company name

Address

Type of business

Duties and responsibilities

Start date Start pay/salary £ per week/month/year

Are you still employed here? YES NO

If yes, what notice period is required under your contract?

If no, please give your finish date and reason for leaving

What is your current (or finishing) pay/salary? £ per week/month/year

PREVIOUS EMPLOYER

Company name

Address

Type of business

Duties and responsibilities

Dates of employment FROM TO

What was your finishing pay/salary? £ per week/month/year

PREVIOUS EMPLOYER

Company name

Address

Type of business

Duties and responsibilities

Dates of employment FROM TO

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What was your finishing pay/salary?

£

per week/month/year

PREVIOUS EMPLOYER

Company name

Address

Type of business

Duties and responsibilities

Dates of employment

FROM

TO

What was your finishing pay/salary?

£

per week/month/year

If you were offered employment with CMG, do you intend to work in any other capacity for another employer? YES NO

If yes, please give details of the other employer(s), hours of work and contact name(s) and number(s):

Please give details of your hobbies and interests:

REFERENCES

Please supply the names and addresses of TWO EMPLOYMENT REFERENCES. If you are currently working, one reference must be from your current employer. In all cases, references must be from your two most recent employers and the individuals named must either work in Human Resources/Personnel Department or be a Company Director. If you are currently/previously self employed, personal references will be accepted from professional referees only; these include bank manager, solicitor, general practitioner, etc.

REFEREE No. 1

Name

Position

Company

Address

Postcode

Capacity in which acting as a referee (e.g. director of ex-employer, solicitor etc.)

REFEREE No. 2

Name

Position

Company

Address

Postcode

Capacity in which acting as a referee (e.g. director of ex-employer, solicitor etc.)

