



CONFIDENTIAL APPLICATION FOR EMPLOYMENT

WE ARE COMMITTED TO EQUALITY OF OPPORTUNITY,
TO ENSURE THAT OUR EQUAL OPPORTUNITIES POLICY IS WORKING EFFECTIVELY,
PLEASE COMPLETE THE FOLLOWING SECTIONS.
THE INFORMATION ON THIS PAGE WILL ONLY BE USED FOR STATISTICAL MONITORING AND WILL NOT AFFECT THE PRE-SELECTION OF CANDIDATES. IT WILL BE DETACHED PRIOR TO SELECTION FOR INTERVIEW,

POSITION APPLIED FOR :

LOCATION :

PERSONAL DETAILS

SURNAME: _____ FORENAMES: _____

ADDRESS: _____
 _____ POSTCODE: _____

TEL NUMBER (PRIVATE): _____ Alternative: _____

DATE OF BIRTH: _____ N.I. NUMBER: _____

ARE YOU LEGALLY ENTITLED TO LIVE AND WORK IN THE UK? YES / NO

DO YOU HAVE A CURRENT DRIVING LICENCE? YES / NO

PLEASE GIVE DETAILS OF ANY ENDORSEMENTS/DISQUALIFICATIONS:

HAVE YOU HAD ANY ACCIDENTS IN THE LAST 3 YEARS? YES / NO

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE? YES / NO

IF YES, PLEASE SUPPLY DETAILS BELOW OR IN A SEPARATE SHEET. YOU DO NOT NEED TO INCLUDE SPENT OFFENCES AS DESCRIBED UNDER THE REHABILITATION OF OFFENDERS ACT 1974.

ADDITIONAL PERSONAL DETAILS
 Applicants are requested to tick the relevant below to enable the company to monitor its Equal Opportunities Policy

MALE [] FEMALE []

ETHNIC GROUP

BLACK AFRICAN		BLACK CARIBBEAN		WHITE EUROPEAN		WHITE UK	
INDIAN		IRISH		PAKISTANI		BANGLADESHI	
CHINESE							

Are there any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job? (eg Wheelchair access)

Are there any reasonable adjustments which you feel should be made to the job itself which you enable you to carry out the role?

OFFICE USE ONLY :

APPLICATION FORM NO :	SELECTED FOR INTERVIEW : YES / NO
POSITION APPLIED FOR :	
NAME (ONLY TO BE INLCUED POST PRE-SELECTION):	

IF NO SPEFICY REASON:	CANDIDATES SPECIAL NEEDS :
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EDUCATION

SCHOOLS ATTENDED FROM AGE 11	DATE FROM	DATE TO	EXAMINATIONS (SUBJECTS/RESULTS)
FURTHER EDUCATION AND TRAINING	DATE FROM	DATE TO	EXAMINATIONS/ QUALIFICATIONS

MEMBERSHIP OF PROFESSIONAL ORGANISATION

PLEASE GIVE DETAILS OF ANY MEMBERSHIP DETAILS:

EMPLOYMENT HISTORY

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PRESENT / LAST EMPLOYER:

ADDRESS:

START DATE :

LEAVING DATE :

POSITION HELD:

SALARY: _____ WHAT IS YOUR NOTICE PERIOD?: _____

REASON FOR LEAVING:

PREVIOUS EMPLOYER:

ADDRESS:

START DATE: _____

LEAVING DATE:

POSITION: _____

SALARY:

REASON FOR LEAVING:

PREVIOUS EMPLOYER:

ADDRESS:

START DATE: _____

LEAVING DATE:

POSITION: _____

SALARY:

REASON FOR LEAVING:

PLEASE DESCRIBE WHY YOU ARE A SUITABLE CANDIDATE FOR THIS POSITION AND IDENTIFY ANY RELEVANT SKILLS, KNOWLEDGE OR EXPERIENCE, WHICH MAY SUPPORT YOUR APPLICATION. (IF NECESSARY, PLEASE CONTINUE ON A SEPARATE SHEET)

HOBBIES AND INTERESTS

PLEASE GIVE DETAILS OF ANY INTEREST AND HOBBIES

REFERENCES

PLEASE PROVIDE DETAILS OF TWO REFEREES; ONE MUST BE YOUR CURRENT OR LAST EMPLOYER

COMPANY NAME: _____	COMPANY NAME: _____
CONTACT: _____	CONTACT: _____
POSITION: _____	POSITION: _____
ADDRESS: _____	ADDRESS: _____
<hr/>	
CONTACT NO: _____	CONTACT NO: _____
RELATIONSHIP: BUSINESS / PERSONAL	RELATIONSHIP: BUSINESS / PERSONAL

DO WE HAVE YOUR PERMISSION TO CONTACT YOUR CURRENT OR LAST EMPLOYER FOR A REFERENCE? YES / NO

I CONFIRM THAT THE INFORMATION GIVEN ON THIS FORM IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE :
(Any false statement may be sufficient cause for rejection or, if employed dismissal).

SIGNED: _____ DATE: _____

Return to:

Cathryn Roberts
HR Manager
Pye Motors Ltd
Ovangle Road
Morecambe LA3 3PF

FOR OFFICE USE ONLY

Starting Date: _____

References requested:

Job offered: _____ **Pay:**

Hours of Work: _____ **Supervisor:**

Contract issued: _____ **Recruitment Source:**

HR007 June 2006