

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE IN FULL

For Office Use only
1st Interview Time
Date
2nd Interview Time
Date



Post applied for:

Salary expected:.....

*Return this form to: **Oldroyd Publishing Group Ltd.,**
Keenans Mill, Lord Street, Lytham St. Annes, Lancs. FY8 2ER*

PERSONAL

Please complete legibly in your own handwriting

Surname		First Name (s)	
Address		Name and Address of Next of Kin	
Daytime Tel No		Daytime Tel No	
Evening Tel No			
Mobile Tel No			
How do you wish to be addressed? Mr / Mrs / Miss / Ms / Other.....		National Insurance No	

Have you a current driving licence? YES NO
If YES give details eg Car, HGV, PSV, etc, including any endorsements

Do you have a disability as defined by the Disability Discrimination Act 1995 ('a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities')? YES NO

Please outline what assistance (if any) you need during the recruitment and selection process

Are you legally entitled to work in the UK? YES NO

EDUCATION

Schools attended	Dates from/to	Qualifications attained (including grades)
Colleges/Universities attended	Dates from/to	Subjects taken and qualifications attained
Other Training/Membership of Professional Bodies (include dates where appropriate)		

PRESENT EMPLOYMENT (if applicable)

Name and address of employer

Position held.....

Date started..... Until..... Salary

Responsibilities / achievements

1.....

2.....

3.....

Reason for leaving.....

EMPLOYMENT HISTORY (most recent employment first)

Name and address of employer

Position held.....

Date started..... Until..... Salary

Responsibilities / achievements

1.....

2.....

3.....

Reason for leaving.....

Name and address of employer

Position held.....

Date started..... Until..... Salary

Responsibilities / achievements

1.....

2.....

3.....

Reason for leaving.....

Name and address of employer

Position held.....

Date started..... Until..... Salary

Responsibilities / achievements

1.....

2.....

3.....

Reason for leaving.....

EMPLOYMENT HISTORY (continued)

Name and address of employer

Position held.....

Date started..... Until..... Salary

Responsibilities / achievements

1.....

2.....

3.....

Reason for leaving.....

Name and address of employer

Position held.....

Date started..... Until..... Salary

Responsibilities / achievements

1.....

2.....

3.....

Reason for leaving.....

REFERENCES

Please note here the names and addresses of two persons who can provide employment references. One should be your present / most recent employer.

Name

Name

Address

Address

.....

.....

.....

.....

.....

.....

Position held.....

Position held.....

Tel No

Tel No

If you have not been in paid employment, please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

EXPERIENCE / RELEVANT SKILLS / FURTHER INFORMATION

Use this section to show how you meet all of the essential criteria for the job as set out in the enclosed personal specification and job description. Draw on all aspects of your education and experience, including paid or unpaid employment, voluntary work and home responsibilities (please continue on a separate sheet if necessary).

GENERAL HEALTH

Please give details of:

The number of working days sick in the last 2 years

The number of spells of sickness over the last 2 years

REHABILITATION OF OFFENDERS ACT 1974

Have you ever been convicted of a criminal offence, which is still current? YES/NO
If YES please give details

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 the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.
2. I agree that the information provided in this application form may be processed by the company in relation to my application for this post to assist in the decision making process. I further expressly agree that, should it be necessary to validate any of the information provided herein, the company may release this information for verification purposes. If successful in my application it is agreed that any information provided will be retained by the company in a secure confidential file and the contents only used for such business purposes as deemed necessary and then only with my express consent for disclosure.

Signed

Dated