

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Please complete in full in your own handwriting



Position applied for:

Salary expected:.....

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

For Office Use only

1st Interview
Time

Date

2nd Interview
Time

Date

PERSONAL

Mr / Ms / Mrs / Miss	Surname	First Name (s)
Address		Name and Address of Next of Kin
Home Tel No		Daytime Tel No
Mobile Tel No		Relationship
Business Tel No		National Insurance No
Tick box if you do not want to be contacted at work <input type="checkbox"/>		
Email Address		

Do you have the right to work in the UK? YES NO

Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview

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

Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Legislation)?

YES NO If Yes, please give further information:

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)

EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years
(continue on a separate sheet if necessary)

CURRENT EMPLOYER

Name and address of employer

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

PREVIOUS EMPLOYERS

Name and address of employer

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

Name and address of employer

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

Name and address of employer

Position heldSalary

Date From..... ToReason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

EMPLOYMENT HISTORY (continued)

Name and address of employer

Position held Salary

Date From..... To Reason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

Name and address of employer

Position held Salary

Date From..... To Reason for Leaving

Responsibilities / achievements

1.....

2.....

3.....

REFERENCES

Please give the names and address of two referees who are not related to you, that we can approach for a confidential employment reference. (One of these should be your present/most recent employer).

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

Name

Name

Position.....

Position.....

Company name

Company name

Address

Address

.....

.....

.....

.....

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).

Have you a current driving licence? YES NO

If YES give details eg Car, HGV, PSV, etc including any endorsements

Please give dates of any holidays arranged:

Do you have any commitments which might limit your working hours? YES NO

If Yes, please give details:

How much notice are you required to give to leave your present employment?

Have you worked for us before? YES NO

If Yes, give details of reason for leaving:

Please list your interests, sports, hobbies etc...

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 consent to the Company using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personal record and will be retained for the duration of my employment. If I am not successful, I understand that the Company will retain the form for as long as is deemed necessary and that the Company may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed _____ Dated _____