

Application for Employment

PRIVATE AND CONFIDENTIAL

Please complete in block capitals

Position applied for

How did you hear of this vacancy ? (include date)

Full name: Mr/Ms/Mrs/Miss

Address

Home Telephone (including STD code)

Business Telephone (Tick box if you do not want to be contacted at work)

Mobile

Preferred depot(s) to work from



MARK GROUP
energy . saving .

Group Head Office: 70 Boston Road, Beaumont Leys, Leicester LE4 1AW

Tel: 0116 236 6523

Web: www.markgroup.co.uk

A. Personal Particulars

N.I. Number:

Applicants will be required to provide documentary evidence of their right to work in the UK if invited for interview. Do you have the right to work in the United Kingdom? (Please tick appropriate box)

Yes No

Detail:

B. Education and Qualifications

Qualifications: Please give details of examinations taken and results

Names(s) and address(es) of School(s)/college(s)	Dates		Subject/courses studied and level	Examination results/grade
	from	to		

Further and Higher Education: Please give details of all further and higher education since leaving school including training courses and details of qualification

University/college/ institute attended	Dates		Subjects studied type of training	Qualifications obtained
	from	to		

Professional Association:

please state whether you are a member of any technical or professional association, and if so, which:

Foreign Languages:

please list any foreign languages you speak and your level of competence both oral and written.

C. Employment History

Please list in reverse order all the organisations for which you have worked during the last 20 years
(Use a separate sheet if required or attach your CV)

Name(s) and address(es) of employer(s)	Dates		Position held/ main duties	Starting/ leaving salary	Reason for leaving
	from	to			

Please give details of any experience, skill or achievements which you feel may be relevant to your application for employment. (Continue on separate sheet if necessary)

D. Supplementary Information

Please give dates of any holidays arranged:

Are you subject to any restraints in your current or future employment?

Yes No

If yes, please give further information:

Are you willing to work overtime and weekends when required?

Yes No

Have you been convicted of a criminal offence, which is not a spent conviction under the rehabilitation of offender's legislation?

Yes No

If yes, please provide preliminary details, including all relevant dates:

Depending upon the nature of the vacancy for which you are applying, employment may be subject to receipt of a satisfactory disclosure from The Criminal Records Bureau. Information received will be treated with the strictest confidence and will generally be retained by the organisation for a period of 6 months or for as long as is deemed necessary. A criminal record will not necessarily be a bar to obtaining employment with the organisation.

Salary range expected:

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

What date are you available to start employment?

Have you worked for us before?

Yes No

If yes, give details of reason for leaving:

Please list your interests, sports, hobbies, etc.

Do you have a current full driving licence?

What categories of vehicle are you entitled to drive? (eg C1)

Does your licence have any current endorsements?

Yes No

If yes, please give further information:

E. References

Please give the names and addresses of two references who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer)

Can we approach your present/most recent employer?

Yes No

Name

Position

Address

Tel:

Name

Position

Address

Tel:

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

Declaration of Applicant

I confirm that the above information is correct. I understand that any false information or deliberate omissions will cause my application for employment to be unsuccessful or, in the event of employment, render me liable to dismissal.

I consent to the organisation 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 and as long as is deemed necessary thereafter. If I am not successful I understand that the organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and that the organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed

Dated

Equal Opportunities Information

To help us monitor our equal opportunities policy and control it effectively, we ask that you provide us with your ethnic origin.

White: British

White: Irish

White: Other

Mixed: white and black: Caribbean

Mixed: white and black: African

Mixed: white and Asian

Mixed: Other

Asian or Asian British: Indian

Asian or Asian British: Pakistani

Asian or Asian British: Bangladeshi

Asian or Asian British: Other

Black or Black British: Caribbean

Black or Black British: African

Black or Black British: Other

Chinese or other ethnic group: Chinese

Chinese or other ethnic group: Other

Rather not say

For office use only

INTERVIEW RECORD

Interviewed by: _____

Date: _____

Comments/areas to examine:

Decisions: (tick as applicable)

Reject Further Interview Accept

Interview's report and reasons for decisions:

Rejection letter sent: Yes No

Appointment record (to be completed where there has been an offer of employment)

Conditional offer letter:

Date sent: _____

Response from candidate:

Acceptance Refusal No Reply

Requests for references Yes No

Date sent: _____

Response from references:

Satisfactory No Reply

Unsatisfactory

Medical / Medical report

Date sent: _____

Response from medical report:

Satisfactory No Reply

Unsatisfactory

Other conditions:

Further proof N.I. Number or right to work requested:

Yes No

Starting date: _____

Grade: _____

Starting salary: _____

Job title: _____

Personnel / Clock number: _____