

HOME DELIVERY CO

APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

Position applied for:	Closing Date	Job ref. No.: WEB
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CVs will not be accepted as a substitute to this form although typewritten information with the same layout is a suitable alternative. Information provided on this form will be used for the short-listing process. Home Delivery Co reserves the right to exclude any application from the short-listing exercise when the instructions outlined on this form have not been followed.

1. PERSONAL DETAILS

Surname _____ Forenames _____ Title _____ (Mr/Mrs/Miss/Ms/Other)
Address _____ Telephone No. (Evening) _____
_____ Telephone No. (Day) _____
Post Code _____ Date of Birth _____
National Insurance No. _____

2. DRIVING LICENCE

Do you have a full current driving licence? yes no

Do you have access to a car? yes no

Please state vehicle classes you are entitled to drive. _____

Does your licence have any endorsements? yes no

If yes, please give details _____

3. DISABILITY AND ARRANGEMENTS FOR INTERVIEW

Are you registered as a disabled person? yes no

If so, do you require any arrangements to assist you if called for interview? yes no

If yes, please state the arrangements which would be needed for you to attend _____

4. HEALTH

How many days have you been absent from work due to illness in the past two years? _____

Is there any additional information you wish to provide? _____

5. CONVICTIONS

Have you been convicted of a criminal offence which is not treated as 'spent' under the Rehabilitation of Offenders (NI) Order 1978?
 yes no

If yes, give details _____
It should be noted that convictions for offences do not necessarily deter an applicant from obtaining employment.

6. EDUCATION AND QUALIFICATIONS

Secondary Education

Please list below any qualifications obtained while in secondary education.

Date	Type of examination <i>e.g. GCE, GCSE etc.</i>	Subject	Result/Grades

Further and Higher Education

Please list below any qualifications obtained whilst in further or higher education

Date of Attendance	Educational Establishment	Title of Qualification <i>e.g. BTEC, BSc Econ. etc.</i>	Main Subjects	Result/Grades

7. PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP

Please list below any professional qualifications obtained and/or membership of professional bodies

Organisation	Title of Examination, Date and Result	Type of Membership and Joining Date

8. EMPLOYMENT HISTORY

Please give details of the posts you have held starting with your present or most recent employer (continue on a separate page if necessary).

Employer Name, Address, and Nature of Business	Date From To	Job Title, Duties, Responsibilities and Reason For Leaving <i>If your job was part-time, please indicate.</i>
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Earnings per annum for last/most recent employment £ _____ Commission/Bonus/ Other Benefits etc. £ _____

Period of notice required _____

9. RELEVANT TRAINING

Please give below any relevant training which you have received.

10. ADDITIONAL INFORMATION

Please give below any particular skills which you would bring to the post and any other information relevant to your application (continue on a separate page if necessary).

11. REFEREES

Please give details of two referees, not related to you, one of which should be your current (or most recent) employer. Referees will not be contacted until the interview process is complete.

Name:

Name:

Address:

Address:

Phone No:

Phone No:

Relationship:

Relationship:

12. DECLARATION

The information given by me on this application is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation of liability on the part of the Company other than for services rendered.

Signed: _____

Date: _____