



# EMPLOYMENT APPLICATION FORM

<p><b>Position applied for</b></p> <p>_____</p> <p>_____</p>	<p>How did this position come to your notice?</p> <p><input type="checkbox"/> Job Centre                      <input type="checkbox"/> Company Website</p> <p><input type="checkbox"/> Recommendation                <input type="checkbox"/> Other</p> <p>By whom: _____                      Please specify: _____</p>
<p><b>Personal</b></p> <p>Surname_____</p> <p>Title: Mr/Mrs/Miss/Ms (<i>delete as necessary</i>) Other:_____</p> <p>Forenames (<i>in full</i>)_____</p> <p>_____</p> <p>Former surname:_____</p> <p>National Insurance Number_____</p> <p>Date of Birth_____</p> <p>Place of Birth (Town and County)_____</p> <p>_____</p> <p>Are you legally eligible for employment in the UK? _____</p> <p>Have you a valid driving licence? _____</p> <p>How many points on your driving licence? _____</p>	<p>Address</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postcode_____</p> <p>Home Tel No_____</p> <p>Mobile:_____</p> <p>Work Tel No: _____</p> <p>Email: _____</p> <p>Emergency contact name and address:</p> <p>_____</p> <p>_____</p> <p>Telephone no._____</p> <p>Do you have your own transport?_____</p>

**Educational, Vocational and Professional details**

Please supply a full history in chronological order (with start and end dates) of all education and training/further education..

Dates		Full name and address of school or college	Examination subjects taken with results <small>(give dates examined with grades obtained e.g. pass or fail)</small>	Responsibilities held <small>(Societies, teams, offices)</small>
From	To			

## Employment details

Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Provide explanations where appropriate for any periods not in employment or self-employment. List all employers from present to first in that order. Continue on a separate sheet if required. Please note that previous employers may be approached for references, but we will inform you before doing so.

Dates		Name and address of employer	Brief details of duties with position held	Wage/ Salary	Reason for leaving
From	To				

**Personal Information**

- Do you have permanent residency in the UK? YES / NO
- If not, are you legally entitled to work in the UK? YES / NO
- Do you have any criminal convictions that may affect your ability to effectively carry out the functions and responsibilities of the position applied for? YES / NO

If yes, please give details: \_\_\_\_\_

**General Health**

Question	Yes	No	Details/Comments:
Have you ever suffered with high or low blood pressure?			
Have you ever suffered with Asthma, Bronchitis, Emphysema or other lung problems?			
Do you suffer with Diabetes?			
Do you suffer with Arthritis, rheumatism, or gout?			
Have you ever had a back or neck problem?			
Do you suffer with dermatitis, psoriasis or any other skin complaint?			
Do you have any allergies?			
Do you have any other medical conditions or long term illnesses which we should be aware of?			

**References**

Please provide two referees, who should have known you for at least two years. One referee should be your current or most recent employer and must have been your manager or the person responsible for HR in your previous employment. Your second referee may be a past employer, but not your most recent one, or they may be a professional person who has known you for at least two years and can provide a character reference.

**Please note, references will not be accepted from relatives/partner and may not be accepted from referees writing solely in the capacity of friends.**

1. Previous or most recent employer:

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Email: \_\_\_\_\_

Tel: No: \_\_\_\_\_

2. Second Referee

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Tel No: \_\_\_\_\_

How does this referee know you? \_\_\_\_\_

\_\_\_\_\_

## Other Details

Why are you interested in this position?

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What hobbies, pastimes do you have?

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## Applicant Declaration

I declare that I am legally able to undertake work in the UK and that to the best of my knowledge and belief, the information I have given is correct. I understand that if any information given on this form is subsequently found to false, I may be liable to dismissal without notice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Application instructions

Please download and read the job specification from our website before applying for this role.

Please complete this form in writing and return to us at the address below enclosing the following documents;

- € Completed & Signed application form
- € Covering letter detailing why you feel you're suitable for this role
- € Copy of your current CV

Please post your application to:

HR Department  
Minster Mechanics Limited  
Units 1 & 2, 28 Brook Park  
Brook Road  
Wimborne  
Dorset. BH21 2BH

Applicants should be contacted within 2 weeks of application to be notified of application status.