



Charles Wilson Engineers Ltd

86 HIGH STREET, HARPENDEN, HERTS. AL5 2SP

Telephone: 01582 763122 Fax: 01582 462096

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

(Please use BLOCK CAPITALS throughout)

Please complete this application form and then return it to *(insert name of contact)*.

Position applied for:

Depot:

1. PERSONAL INFORMATION

Surname:

Forenames:

Title (Mr, Mrs, Miss, Ms, etc.):

Previous names (if any):

Current Address:

Postcode:

Daytime telephone number:

All employees are required to provide original documentary evidence of their right to work in the UK, prior to commencing work.

Have you been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?

YES

NO

please tick

If YES, describe

NB: Further information about whether a conviction is "spent" can be found at:

<https://www.gov.uk/guidance/rehabilitation-periods>

2. EDUCATION AND QUALIFICATIONS

Schools	from	to	Examinations and results
College/University	from	to	Courses and results
Further education and formal training	from	to	Courses and results
Professional membership and qualifications	Hobbies/Interests		

3. EMPLOYMENT HISTORY

Please give details of your last four jobs, beginning with your present or most recent. Any relevant positions held before then may also be mentioned.

Present/last employer _____ Type of business _____

Address _____

Type of work and responsibilities _____

From _____ to _____ Starting pay £ _____ per _____ Present/leaving pay £ _____ per _____

Reason you want to leave/have left _____

Please give details below of your previous employment, beginning with the most recent

Employer _____ Type of business _____

Address _____

From _____ to _____ Starting pay £ _____ per _____ Present/leaving pay £ _____ per _____

Type of work _____

Reason for leaving _____

Continued

3. EMPLOYMENT HISTORY *Continued*

Employer _____ Type of business _____

Address _____

From _____ to _____ Starting pay £ _____ per _____ Present/leaving pay £ _____ per _____

Type of work _____

Reason for leaving _____

Employer _____ Type of business _____

Address _____

From _____ to _____ Starting pay £ _____ per _____ Present/leaving pay £ _____ per _____

Type of work _____

Reason for leaving _____

4. OTHER INFORMATION

Do you hold a full driving licence? YES NO *please tick*

If YES, do you have any current endorsements?

Do you have any other training, qualifications or skills relevant to the position?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Have you made a previous application to the Company? If so, when was this and what was the outcome?

Please use this space to say why you are interested in the position for which you have applied and provide any other information that may assist your application.

Please outline any outside interests that might be relevant to your application for employment.

How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any special arrangements you would require to attend an interview.

5. REFERENCES

Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.

1.

Name _____

Company Name/Address _____

Telephone _____

2.

Name _____

Company Name/Address _____

Telephone _____

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I acknowledge that Charles Wilson Engineers Limited will collect and process my personal data in accordance with the Candidate privacy notice which I have viewed at www.cwplant.co.uk

Signed: _____ Date _____

FOR OFFICE USE ONLY

Interviewers

Interviewer _____ Date _____

Comments

Interviewer _____ Date _____

Comments

Interviewer _____ Date _____

Comments

REFERENCE CHECK