

APPLICATION FOR OFFICE EMPLOYMENT

Position Applied for: Date:

Mr/ Mrs/ Miss	First Name:	Surname:	Previous Name:	Date of Change:
Address:		Day Time Telephone:	Mobile Telephone:	
		Evening Telephone:		
Post Code:				
Date of Birth:		National Insurance No:		
Salary Required: £		Nationality:		

Employment History for the last 5 years starting with the most recent:

Employers Name:			
Employers Address:			
Nature of the Business:			
Dates of Employment:	From:	To:	
Position Held:	Start Salary: £	Final Salary: £	
Job Description:			
Reason for Leaving:			
Line Manager Contact Name:			
Line Manager Contact Number:			

Please indicate whether this employer may be approached at this time for a reference: Yes ☐ No ☐
(tick as appropriate)

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Employers Address:			
Nature of the Business:			
Dates of Employment:	From:	To:	
Position Held:	Start Salary: £	Final Salary: £	
Job Description:			
Reason for Leaving:			
Line Manager Contact Name:			
Line Manager Contact Number:			

Education:

Secondary Education				
School/ College	Date	Examinations	Grades	Date Passed

Further/ Higher Education				
College/ University	Date	Examinations	Grades	Date Passed

Professional Qualifications			
Body or Organisation	Qualification	Date Attained	Membership No.

Please provide below, any additional information, which you feel is relevant to your application for employment. Please give reasons for applying to work for Haygrove Limited and for applying for this particular position. Bearing in mind the job description and person specification, please indicate what experience, skills and interest you would bring to the job (An additional sheet is at the back of this form should it be required)

Additional Information:

Where did you hear about this vacancy:

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Do you require a work permit for UK employment: Yes ☐ No ☐

(Tick as appropriate)

UK Work permit Number if applicable:

Expiry Date:.....

Please provide details of an emergency contact in case of the need once you have joined the company:

Name:		Relationship to you:	
Contact No	Home:	Work:	Mobile:
Address:			

Do you hold any unspent criminal convictions? (tick as appropriate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
A conviction will not necessarily exclude you from employment with Haygrove Limited, but will be taken into consideration when assessing your suitability for this particular position.	

Disability Discrimination Act:

Haygrove Limited is committed to short-listing candidates who meet selection criteria who have a disability or impairment. For this reason, the following question is to enable the company to consider any steps we may need to take to accommodate the needs of people with a disability.

Do you consider yourself to have a disability (physical, mental or sensory condition) which has a significant and long term effect on your ability to carry out normal day to day activities? (tick as appropriate)

Yes ☐ No ☐

If yes please give details:

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I confirm that to the best of my knowledge the information provided in this document is true and correct and can be treated as part of my contract of employment.

Signature:	
Date:	

Receipt of application will be acknowledged and you will be notified if you have been successful to enter our next stage of the recruitment process within 2 weeks.

