

EMPLOYMENT APPLICATION FORM



All information given will be treated in the strictest confidence

Please return this form to: Nicki Schweikert, Office Services Co-ordinator



Personal Details

Title Miss/Mrs/Mr/etc (please specify) _____

First Name _____ Surname _____

Middle Names _____

NI Number _____ Mobile Number _____

Home Phone Number _____ Email _____

Address _____

Post Code _____

*** For positions that require a driving licence:**

* Type / Category of Licence Held _____

* Any Live Endorsements _____ (Please detail all current endorsements on your license(s)) YES / NO

If yes, please give details _____

EMPLOYMENT DETAILS

Position Applied for _____

	12am to 1am	1am to 2am	2am to 3am	3am to 4am	4am to 5am	5am to 6am	6am - 7am	7am - 8am	8am - 9am	9am - 10am	11am - 12noon	12noon - 1pm	1pm - 2pm	2pm - 3pm	3pm - 4pm	4pm - 5pm	5pm - 6pm	6pm - 7pm	7pm - 8pm	8pm - 9pm	9pm - 10pm	10pm - 11pm	11pm - 12am	
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

We operate 365 days per year and, in some cases, 24 hours per day.

Please tick all the hours you are available to work and leave blank those you can't.

This will help us find the best hours to suit you.

Date available to start _____ Dates of Holidays You Have Booked _____

Education / Training / Qualifications

School / College / Uni	Start Date	Date Left	Qualifications

Do you require any specific support or adjustments to be made to enable you to attend an interview? If so, please give details: _____

Continue on a separate sheet of paper if necessary

Employment Experience In The Last 5 Years

Employer Name & Address (most recent first)	Start Date	Date Left	Role & Responsibilities	Reason for Leaving

Employment References

From the above list, please provide details of two employers whom we may contact for references. One must be your most recent employer.

Contact Name	Position	Employer Name & Address	Employment Relationship

Please tick to indicate when we may request references for you: Immediately After job is offered

Personal Statement

Please use this space to explain the course your career has taken and why; the main interests you have developed; any professional memberships and achievements; and why you are interested in joining CJ Lang & Son Limited.

Declaration

Employment with us will be subject to satisfactory references and possibly to a medical examination. If selected for interview, due to Government legislation, please bring with you documents that provide evidence that you are allowed to work in the UK e.g. UK Passport or Birth Certificate accompanied by a P60/P45 or UK Work Permit. Please bring the original documents and copies for our records.

Failure to disclose information, or providing false information in this application or at interview could lead to termination of any employment with this Company.

The facts set forth in this application for employment are, to the best of my knowledge, true and complete.

Signed: _____

Dated: _____