



Post Applied for:

Date:

Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal Details

Title:	<input type="text"/>	Surname:	<input type="text"/>
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First Names:	<input type="text"/>
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Address:	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Postcode:	<input type="text"/>
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Home Telephone Number:	<input type="text"/>
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Mobile Telephone Number:	<input type="text"/>
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Email Address:	<input type="text"/>
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National Insurance Number:	<input type="text"/>								
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Are you eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you hold a full UK driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, do you have any points or convictions etc? :	<input type="text"/>
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Please state current salary package including benefits and holidays:	<input type="text"/>
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Please state where you saw this post advertised:	<input type="text"/>
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You are required to provide evidence of the above details at your interview by bringing with you:	<ul style="list-style-type: none">• Proof of eligibility to work in the UK (Passport / Birth Certificate etc)• Driving Licence & Counterpart (if applicable to the post)
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Section 2 Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence? Yes No

Have you any prosecutions pending? Yes No

If yes, please give details / dates of offence(s) and sentence:

Section 3 Health

Number of days absent in the last 2 years:

Please state number of times in the last 2 years:

Are you registered disabled? Yes No

If yes, please provide your disability number and details:

Section 4 Education

Date from:	Date to:	Name of school / college / university:	Examinations taken and qualifications gained (specify grades)



Section 5 Employment Record

Have you had any disciplinary actions against you in the last year?

Yes

No

If yes, please give details:

Please list chronologically, starting with current or last employer (attach additional sheets if required).

Name & address of employer:	Date from:	Date to:	Job title / job function / brief description of responsibilities:	Salary & reason for leaving:

Section 6 Personal Attributes

Use this section to add any further information which directly relates to your suitability for this position.

Section 7 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us.)

Reference 1

Name:

Their position (job title):

Work relationship:

Organisation:

Dates employed:

Address:

Postcode:

Telephone No.:

Email:

Reference 2

Name:

Their position (job title):

Work relationship:

Organisation:

Dates employed:

Address:

Postcode:

Telephone No.:

Email:

Section 8 Declaration

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:

Date:

FWM Limited (trading as Inverurie Garden and Machinery Centre) undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, FWM Limited may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details.