

South Devon Railway

Group of Companies

Application for Employment

Please complete the form as fully as possible. It will be used to assess your suitability for employment. Please write clearly in black ink.

Application for post of _____

Personal Details

Title _____ Surname _____ First names _____

Date of Birth ____ / ____ / ____

Address _____

_____ Post Code _____

Tel No _____ E-mail _____

Current Employment Details (If you are not working **only** complete this section if you left in the last three months and state the date and reason for leaving.)

Employer/Company name _____

Address of workplace _____

_____ Post Code _____

Home Tel No _____ E-mail _____

Date started with this employer? ____ / ____ / ____

What is your job title? _____

Is this your sole regular employment? Yes/No

Give a brief description of the duties of your job.

Why are you looking for a new job?

What is your basic rate of pay? £ _____ Per wk/per annum.

Do you earn bonus? £ _____ Per wk/per annum

Does your employer provide a contribution to your pension scheme? Yes/No

What notice do you have to give? _____

Please give details of your employment history.

Start with the most **recent** job first. Please give a brief description of your duties the knowledge, experience and skills required.

Employer	Duties/responsibilities	From - To	Reason for leaving	Rate of Pay
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Please use a separate sheet of paper if necessary

Education & Training History – Secondary school/college/

School	From /To	Subjects	Grade

Please give details of apprenticeships or qualifications obtained after leaving school.

Include details of certificates of competence and if relevant expiry dates

Subject	Qualification	Date obtained	Expiry renewal date

Please give details of work related skills in which you have obtained practical experience.

If you are studying for any further qualification at present please give details.

General information

- Do you hold a full driving licence? Yes/No
- Do you have any endorsements? Yes/No
- Do you have any additional licence categories such as LGV? Yes/No
- Please give details _____
- Do you have any unspent criminal convictions? Yes/No
- Do you require a work permit? Yes/No
- If yes what is your nationality_____
- Are you in good health? Yes/No
- (candidates invited for interview will be asked to complete a medical questionnaire)
- Are there any dates when you will not be able to attend for interview?_____

About yourself

Please provide brief details about your leisure time activities and interests.

Supporting statement

Please use this space to explain what you will bring to the job for which you are applying and why you are the person we should appoint. (Use an additional sheet if necessary).



References.

Please give the name two people who may be asked to provide a reference. One of these should be a responsible person in your current employment who has firsthand knowledge of your work and performance.

Name _____

Name _____

Position _____

Position _____

Address _____

Address _____

Post Code _____

Post Code _____

Contact Tel No _____

Contact Tel No _____

We may request references before calling applicants for interview.

If you do not want a referee approached before interview please indicate.

Applicant's declaration

I hereby declare that the answers I have given are true and complete. I have not omitted any significant fact that may affect my suitability for employment with the South Devon Railway. I understand that if I am found to have made a false declaration in order to gain employment I render myself liable to summary dismissal.

Applicant's signature _____

Date _____

