

APPLICATION FOR EMPLOYMENT

PERSONAL DETAILS

Mr/Mrs/Miss	First Name (s)	Surname
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Address	Telephone Numbers:
	Home: Mobile:

Age	Date of Birth	Marital Status	Nationality	Dependants including ages of children
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If appointment is successful, proof of ID will be required

Next of Kin	Address	Telephone Number
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Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act)	If offered this position will you continue to work in any other capacity? (give details)
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Do you own a car? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have a current driving licence? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes / No Full / Prov	Do you have any current endorsements? Give details
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Interests/Hobbies (give details of pastimes, sports etc)
Membership of Leisure clubs/Societies

HEALTH

Are you in good health?	Have you had any major illnesses/operations? If yes, please give details	Please give details of any known re-occurring illnesses or disability
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Approximately how much sick absence from work have you had during the last two years?	Days:	If an offer of employment was made to you would you be willing to attend a pre-employment medical?	<input type="checkbox"/> <input type="checkbox"/> Yes/No
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Are you registered disabled?	Yes / No <input type="checkbox"/> <input type="checkbox"/>	If yes, please state particulars of registration
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THE COMPANY HAS A NO SMOKING POLICY IN PLACE

Computer Quote is authorised and regulated by the Financial Services Authority

EDUCATION

Secondary Education					
School name/address	Dates		Type of Course	Subjects	Grades Obtained
	From	To			

Further Education					
School name/address	Dates		Type of Course	Subjects	Grades Obtained
	From	To			

CURRENT EMPLOYMENT

[illegible]

PREVIOUS EMPLOYMENT

2. Name and address of employer			
Brief description of duties and responsibilities			
Nature of Business			
Employed from:	To:	Position Held	Salary
Reason for leaving			

3. Name and address of employer			
Brief description of duties and responsibilities			
Nature of Business			
Employed from:	To:	Position Held	Salary
Reason for leaving			

4. Name and address of employer			
Brief description of duties and responsibilities			
Nature of Business			
Employed from:	To:	Position Held	Salary
Reason for leaving			

(Please continue employment details on a separate sheet if necessary)

Please indicate any periods of unemployment
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RECRUITMENT POLICY

<p>It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training, and not to discriminate against any person because of age, race, colour, national origin, sex or marital status.</p> <p>I authorise the company to obtain references to support this application and release the company and referees from any liability caused by giving and receiving information.</p> <p>Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.</p> <p>Signature: _____ Date: _____</p>	
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CONFIDENTIAL
(FOR COMPANY USE ONLY)

INTERVIEW ASSESSMENT

Interview Date	Time	Location	Interviewer		
Comments:					
Signature:		Date:	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 2px;">Second Interview</td><td style="width: 50%; padding: 2px;">Yes / No</td></tr></table>	Second Interview	Yes / No
Second Interview	Yes / No				

PERSONNEL ADMINISTRATION

Employment Offer

Employee Number	
Office	
Job Title	
Pay	
Review Date	
Hours per week	
Reporting to	
Starting Date	
Leaving Date	
(if applicable)	
Operator Code	
P45 Received	
Pension Entry Date	
BUPA Entry Date	
Company Car	
Other Benefits	

REFERENCES - HO ONLY

Company	Requested	Received	To Manager
1			
2			
3			
4			