



## Employment Application Form CONFIDENTIAL

Please complete accurately in full and in **Ink** or **Type**  
If you have a current CV please submit with this application (not in place of).

Post applied for:	Company:
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Surname:		Title:
Forename:		
Home Address:		
		Post Code:
Home Tel No:	Mobile Tel No:	
Work Tel No: Can we contact you on this number? YES/NO	Email address:	

Have you ever been employed by any company within the Grist Group previously? Yes/No If yes give details:	
Do you require a work permit? YES/NO	Do you have a National Insurance Number: YES/NO

<b>Do you have a current driving licence?</b>	YES/NO
Car: <input type="checkbox"/> HGV: <input type="checkbox"/> if yes state Class .....	Motorcycle: <input type="checkbox"/>
Please give details of any endorsements .....	
<b>Do you have your own transport to get to and from work?</b>	YES/NO



**EMPLOYMENT HISTORY** Please give details for the last 5 years

Name and Address of Employer:		Tel. No:
Job Title:	Salary or Hourly Rate: Bonuses:	Hours Worked per week:
Duties/Responsibilities:		Reason for Leaving:

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Job Title:	Salary or Hourly Rate: Bonuses:	Hours Worked per week:
Duties/Responsibilities:		Reason for Leaving:

Continue on a separate sheet if necessary.



## EDUCATION AND TRAINING

Most roles require some administration by our employees and the role may involve interacting with members of the public. It is also important that all our employees understand all Health and Safety regulations. Therefore we need to ask:

Have you been educated to a basic standard in:    English: YES / NO                  Maths: YES / NO

Can you read English? YES / NO                                  Can you write in English? YES / NO

Please tell us about any qualifications that you feel are relevant to the role (you may be required to produce the original certificates/documentation for any qualifications you have achieved):

Qualifications and training courses (professional/trade/job related) completed			
Subject	Level	Grade	Year Completed

Current Membership of Professional Bodies			
Name of Institute/Association	Grade of Membership	Date Achieved	Gained by Exam Yes/No



## ADDITIONAL INFORMATION

Please supply additional information that you feel appropriate to your application, including achievements and skills gained, which you consider relevant to the post and that relate to the criteria contained in the person specification. Continue on separate sheets if necessary. Please number any additional sheets.



## REFEREES

Please give the details of two people, not relatives, who have consented to act as referees on your behalf, one of whom must be your present or most recent employer. Confidential references may be taken up, normally by letter, before interview unless you place a **X** in the box to indicate that you do not wish your referee to be approached. No appointment will be confirmed until satisfactory references have been received.

Name, address, telephone number and email address:	Capacity in which Referee knows you:
Name: <input type="checkbox"/> Address:  Post code: Tel No:                      Email address:	
Name: <input type="checkbox"/> Address:  Post code: Tel No:                      Email address:	

**Please state where you saw this vacancy, or if recommended, by whom:**

### Personal Declarations:

I declare that the information on this form is, to the best of my knowledge, true and complete. I understand that any wilful mis-statement or omission may render me liable to dismissal if engaged and that any appointment will be subject to receipt of satisfactory references, eligibility to work I the UK document check, medical check and other enquiries.

Please note that in compliance with the Data Protection Act, the information you provide on this form will be stored for our personnel records whilst processed and thereafter if appointed by the company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If there are no current vacancies or you are unsuccessful on this occasion, please tick the following box if you would like your information to be held securely on file by HR for future consideration:

