

Smith and Morris Retail Ltd

Application for Employment

Position applied for:.....

Where did you see this post advertised?.....

Personal information:

Preferred Title:.....

Forename(s):.....Surname:.....

Address:

.....

.....Postcode:

Mobile phone:.....Home phone:

Work phone:

Email:

1. Are you eligible for employment in the UK? Yes No
2. If not already living locally to the post, do you have plans to move? Yes No
3. Do you have a current driving license? Yes No
4. Do you have use of a car? Yes No
5. Do you have any special access requirements if called for an interview? Yes No

If 'Yes 'please specify:.....

Present employment

Job title:..... Date appointed:

Employers name:

Present salary:.....

Address:

Notice to terminate:.....

Describe the main activities of your present / most recent job:

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Previous employment: (Starting with the most recent first)

Employers name and Address	Position held and responsibilities	Grade/ salary p.a.	Dates from / to

Education and training: (All qualifications gained or being studied for)

Final secondary school – name and address	Dates from / to:	Exam level / subjects and results:

Further education institution – name and address	Dates from / to:	Exam level / subjects and results:
Professional memberships and qualifications:		
Job Related Training (Give details of any training courses attended):		

Supporting information:

Please explain why you are applying for this position, outline how you meet the criteria for the position and add any other relevant information in support of your application. (You may use additional sheets if required).

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Referees:

Please provide the name and address of two referees, one of whom should be your most recent or current employer.

Name:	Name:
Address:	Address:
How is the referee known to you?	How is the referee known to you?
Phone:	Phone:
Email:	Email:

Referees should not be related to you in any way and should normally be consulted before their names are added to support your application. Please note that references will only usually be taken up if you are successful at interview.

Declaration:

I declare that to the best of my knowledge, all information given in this form is true and correct and can be treated as part of any subsequent Contract of Employment. I understand that I may be liable to dismissal without notice if the information is subsequently found to be untrue or deliberately misleading.

Signed:.....Date:.....