AUSTINS - APPLICATION FOR EMPLOYMENT

(Confidential Record)

Complete in your own handwriting

Position applied for:	Date of application
What employment are you looking for: Permanen	nt Temporary Full Time
Part Time Where did you see the position advertised:	_ , ,
If offered this position will you continue to work in any	other capacity? (give details)
Title: Mr/Mrs/Miss/Ms/Other	National Insurance No:/
Surname:	Former/Maiden Name:
Forenames:	Address:
	Post Code:
Tel No: Mobile No:	Email:
Date of Birth:	Marital Status:
No of children & ages if under 18:	Occupation of Partner:
Please give details of next of Kin Name:	Address:
	Relationship:
Telephone:	Mobile No:
Have you been employed by this Company before:	YES / NO If "YES" give details
Have you relatives who are employed at Austins:	YES / NO If "YES" give details
Nationality: Are you legally eligible for employment in the UK? Do you need a work permit to work in the UK?	YES / NO YES / NO
·	5, if you are invited to attend an interview, you must bring with you ployment will be made unless such evidence is provided.
Do you have any convictions which are not "spent" under the	e Rehabilitation of Offenders Act, 1974 YES / NO
If "YES" please give details	
Do you have any prosecutions pending? YES / NO	f "YES" please give details

Do you have a disability? YES / NO If "YES" give details:							
Do you hold a driving licence? Has it been endorsed?		YES / NO YES / NO	Full / Provisional				
Give details of schools last attended from age 11							
Name & Address of school	From	То	Examinations (Subjects	s/Results)			
Give details of Further Education							
				,			
Name & Address of College	From	То	Type of Training	Qualifications			

Present/Previous Employer:	Type of Business:
Address:	
Starting date:	Leaving Date:
Reason for leaving:	Finishing Pay:
Duties/Responsibilities:	
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Address:	
Starting date:	Leaving Date:
Reason for leaving:	Finishing Pay:
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Address:	
Starting date:	Leaving Date:
Reason for leaving:	Finishing Pay:
Duties/Responsibilities:	
References - Give name and address of two referees, (not relatives), one must be y	• •
We will not approach your present employer until we have made an offer of emplo Name:	yment which you have accepted. Address:
Name:	
	Tel No:

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What are your hobbies/Interest:	
Please give any additional information you consider relevant to support your application:	
When would you be available to start:	
It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and not to discriminate against any person because of race, colour, national origin, marital status or disability.	
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I authorise the Company to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment. Data Protection Act - the information given to us in this form will only be used in relation to your application for employment. By signing this declaration you are giving us your express consent to retain and process this information under the Data Protection Act 1998.	
Signature: Date:	