

B.I.G. (Brackets & Bolts) Ltd. Application for Employment Form

Position Applied For:		
Personal Information		
First Name:		
Surname:		
Title (Mr/Mrs/Ms/Miss)		
Address:		
	Postcode:	
Home Telephone:		
Mobile Telephone:		
Nationality:		
National Insurance Number:		
Do you require a work permit to work in the UK?	If Yes, state number:	
Do you have a valid driving licence?	If Yes, do you have use of a car?	
Do you have any unspent convictions under the Rehabilitation of Offenders Act 1974 or driving convictions?	If Yes, state:	
Salary Expectations:		

Employment History		
Current or Most Recent Employment:	Job Title:	
Dates Employed:	From:	To:
Notice Period Required:		
Duties and Responsibilities: <i>(use additional sheet if necessary)</i>		
Reason for Leaving:		
Employer's Details:	Contact Name: Company Name: Address: Telephone:	
Employment History (Continued)		
Previous Employment	Job Title:	

Dates Employed:	From:	To:
Duties and Responsibilities:		
Reason for Leaving:		
Previous Employer's Details:	Contact Name: Company Name: Address: Telephone:	

Qualifications/Training Undertaken
Qualifications gained (with dates) and/or Training courses attended (with dates):

Medical History			
Do you smoke? :			
Do you suffer from or have had any of the following? :	Asthma Hearing Problems Dyslexia Eyesight Problems Epilepsy Speech Problems Back Problems Diabetes		
Do you or are you suffering from any medical condition or injury which could affect your ability to perform in this position?	If Yes, describe condition on separate sheet and outline any adjustments that may be necessary to your working environment to accommodate your condition.		
Are you registered Disabled?	If Yes, please state disability and registration number:		
Do you normally enjoy good health?	Yes/ no	Do you have any physical or mental impairment?	Yes/no
Date when you first had medical treatment and reason.		Have you any ongoing condition which would affect your employment?	Yes/no

How many days absence have you had in the last 2 years? And why?	
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References

Please provide details of at least two referees (who are not personally related to yourself), who are willing to provide employment/character references (to cover at least **5 years** employment history).
Current references will only be approached once you have accepted offer.

Contact Name: Company Name: Address: Telephone:	Contact Name: Company Name: Address: Telephone:
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Additional Information

Please add anything further to support your application (use separate sheet if necessary):

PLEASE ENSURE THAT ALL ABOVE SECTIONS ARE COMPLETED BEFORE SIGNING DECLARATION BELOW

Declaration

I declare that I have completed all relevant sections and that the information is accurate and true. I understand that any offer of employment will be subject to my providing satisfactory references.

Signed:	
Date:	

INTERVIEW COMMENTS - FOR OFFICE USE ONLY

Interviewed by:	1) _____	2) _____
Comments:		
Recommendations:		
Signed:		
Date:		

*Please return with a copy of your CV to:
 B.I.G.(Brackets & Bolts)Ltd. Unit 3, Grange Farm Road, Whitehall Industrial Estate, Colchester,
 Essex. CO2 8JW.*