

Application No.

**Please send your response to: Mrs H Pearson**  
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 Tel: 01458 271885  
 Fax: 01458 271899  
 Email: hpearson@rossandroberts.co.uk  
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INVESTORS IN PEOPLE | Bronze



## APPLICATION FOR EMPLOYMENT

### EQUAL OPPORTUNITIES EMPLOYER

This form is to be completed in **BLACK** ink or typewritten.

VACANCY APPLIED FOR: .....

Where did you see the Advert?: .....

**PERSONAL DETAILS:**

SURNAME (CAPITAL LETTERS): .....

OTHER NAMES: .....

CURRENT HOME ADDRESS: .....

.....

..... POST CODE: .....

TELEPHONE NUMBER (including STD): ..... MOBILE: .....

PREVIOUS ADDRESS(ES) for the last 5 years (please include dates to / from):

.....

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.....

.....

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.....

(Please tick the appropriate box)

Do you hold a CURRENT UK Driver's Licence?

 YES NO

Do you have any Endorsements?

 YES NO

**If YES, how many and for what reason?**

.....

How many days sickness absence have you had in the last two years?

Number of days: ..... What illness?: .....

**EDUCATION** (please include details of all education, general and higher education, if applicable):

Education and Training and Further Education	Details and Results of any examination taken

**Any practical experience or other training?:**

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.....  
.....  
.....

**EMPLOYMENT RECORD** (complete fully)

State names, addresses and telephone numbers of present and previous employers commencing with the most recent. Also complete for any period of self-employment. Use a separate sheet if necessary.

Company Name: .....

Address: .....

..... Post Code: .....

Telephone Number: ..... Contact Name: .....

From: ..... To: ..... Salary: .....

Position / Responsibilities / Duties: .....

.....

Reason for leaving: .....

Company Name: .....

Address: .....

..... Post Code: .....

Telephone Number: ..... Contact Name: .....

From: ..... To: ..... Salary: .....

Position / Responsibilities / Duties: .....

.....

Reason for leaving: .....

Company Name: .....

Address: .....

..... Post Code: .....

Telephone Number: ..... Contact Name: .....

From: ..... To: ..... Salary: .....

Position / Responsibilities / Duties: .....

.....

Reason for leaving: .....

Company Name: .....

Address: .....

..... Post Code: .....

Telephone Number: ..... Contact Name: .....

From: ..... To: ..... Salary: .....

Position / Responsibilities / Duties: .....

.....

Reason for leaving: .....

Please tell us about the jobs that you have done and about the skills that you have used and / or learned. **Please note that it is essential that you inform us if you have been previously employed as a Bailiff / Enforcement Officer.**

Have you ever been dismissed from your employment?  YES  NO

If YES, please state the reason: .....

.....

**PERSONAL REFERENCES:**

Please give details of two people (not relatives) that we could approach for references:

Name 1: ..... Occupation: .....

Address: .....

..... Post Code: .....

Telephone Number: .....

Name 2: ..... Occupation: .....

Address: .....

..... Post Code: .....

Telephone Number: .....

Please answer the questions below, if you answer YES to any of these questions please give full details in the space provided, or under separate cover where necessary (please tick the appropriate box for each question):

Have you ever been bankrupt?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
.....						
Have you ever been convicted of any criminal Offence other than a spent conviction under the Rehabilitation of Offenders Act 1974?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
.....						
Are there any legal cases pending against you?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
.....						
Have you ever had any County / High Court Judgements against you?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
.....						
Have these now been settled / paid?	<input type="checkbox"/>	N/A	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
.....						
Are you financially indebted to any previous employer?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
.....						

Do you have any physical or medical disabilities which could affect your performance in this job? If YES, please describe:

.....  
.....

Please indicate any hobbies, sporting or other outside interests:

.....  
.....  
.....  
.....

Please tell us why you applied for this post and give examples of tasks you have done that make you particularly suited to the job. Also mention what you believe to be your strengths and weaknesses.

If selected when would you be able to commence work?: .....

**Please note** that as soon as an offer of employment is made over the telephone, we will contact your current / previous employer and referees to request references, should you want us to contact them after you start working for Ross and Roberts Ltd and not before, please tick the box below and provide your reasons why.

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**DECLARATION:** I understand that all the information I have provided is true and accurate and that this company may withdraw an offer or terminate employment if any of our enquiries raise any doubts about an applicant's suitability, or if any of the information provided by you is deliberately false or misleading.

NAME (CAPITAL LETTERS): .....

DATE: ..... SIGNATURE: .....

REFERENCE (Office): .....