

APPLICATION FOR EMPLOYMENT

This application form has been designed to tell us all we need to know about you at this stage.

The Company will process the personal data collected in connection with your application for employment in accordance with the privacy notice accompanying this form. Please complete the form in black ink and block capitals and email it to recruitment@hughsimpson.co.uk or return it to the office.

Post applied for:

Personal Information

Title (Mr, Mrs, Miss, etc):		Surname:	
Forenames:		Previous names (if any):	
Current address:		Daytime telephone number: Email address:	
Do you have the right to take up employment in the UK? If no, please provide further details.			YES / NO
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?			YES / NO
Dates you are not available for interview			

Education and qualifications

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained

Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained

Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving

Other Information

Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g. knowledge of a foreign language, computer literacy, full driving licence, etc.)?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Have you made a previous application to the Company? If so, when was this and what was the outcome?	
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Please give details of your main extra-curricular activities and interests.

Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.

If you are successful, when could you take up your post? How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview.

What are your salary expectations?

Referees

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee		Second referee	
Name:		Name:	
Company:		Company:	
Position in the company:		Position in the company:	
Contact information:		Contact information:	

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I acknowledge that, I received a copy of Hugh Simpson (Contractors) Ltd. Staff Privacy Notice and that I have read and understood it.

Signed:

Date: