

APPLICATION FORM – PRIVATE & CONFIDENTIAL. PLEASE COMPLETE LEGIBLY IN YOUR OWN HANDWRITING

FORM HR-JA

APPLICATION FOR EMPLOYMENT AS: \_\_\_\_\_

|                                  |               |
|----------------------------------|---------------|
| FORENAME(S)                      | SURNAME       |
| ADDRESS                          |               |
| POSTCODE                         |               |
| HOME TELEPHONE NUMBER            | MOBILE NUMBER |
| DRIVING LICENCE NUMBER (CAR)     |               |
| DRIVING LICENCE NUMBER (LGV)     |               |
| DETAILS OF ENDORSEMENTS (IF ANY) |               |
| EMAIL ADDRESS                    |               |

**EDUCATION HISTORY**

|                                     |
|-------------------------------------|
| SCHOOLS / COLLEGES / OTHER TRAINING |
|                                     |
|                                     |
|                                     |
| QUALIFICATIONS GAINED               |
|                                     |

**EMPLOYMENT HISTORY (LATEST FIRST)**

|  |                 |
|--|-----------------|
| 1. NAME OF EMPLOYER                                  |                 |
| ADDRESS OF EMPLOYER                                  |                 |
| REASON FOR TERMINATION OF EMPLOYMENT                 |                 |
| MAY WE APPROACH THIS COMPANY FOR A REFERENCE: YES/NO | NAME OF CONTACT |
| HOW LONG EMPLOYED                                    |                 |

**EMPLOYMENT HISTORY (LATEST FIRST)**

|  |                 |
|--|-----------------|
| 2. NAME OF EMPLOYER                                  |                 |
| ADDRESS OF EMPLOYER                                  |                 |
| REASON FOR TERMINATION OF EMPLOYMENT                 |                 |
| MAY WE APPROACH THIS COMPANY FOR A REFERENCE: YES/NO | NAME OF CONTACT |
| HOW LONG EMPLOYED                                    |                 |

**EMPLOYMENT HISTORY (LATEST FIRST)**

|  |                 |
|--|-----------------|
| 3. NAME OF EMPLOYER                                  |                 |
| ADDRESS OF EMPLOYER                                  |                 |
| REASON FOR TERMINATION OF EMPLOYMENT                 |                 |
| MAY WE APPROACH THIS COMPANY FOR A REFERENCE: YES/NO | NAME OF CONTACT |
| HOW LONG EMPLOYED                                    |                 |

**GENERAL COMMENTS** – PLEASE DETAIL HERE YOUR SPECIFIC REASONS FOR THIS APPLICATION, YOUR MAIN ACHIEVEMENTS TO DATE AND THE STRENGTHS YOU WOULD BRING TO THIS POST. PLEASE INCLUDE TYPE OF WORK UNDERTAKEN AND VEHICLES DRIVEN, MECHANICAL AND ADMINISTRATIVE ABILITIES.

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**REFERENCES** - PLEASE NOTE HERE THE NAMES AND ADDRESSES OF TWO PERSONS FROM WHOM WE MAY OBTAIN BOTH CHARACTER AND WORK EXPERIENCE REFERENCES (ONLY COMPLETE THIS PART IF WE ARE UNABLE TO CONTACT ANYBODY FROM EMPLOYMENT HISTORY ABOVE)

|    |    |
|----|----|
| 1. | 2. |
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|    |    |
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**LEISURE** – PLEASE NOTE HERE YOUR LEISURE INTERESTS, HOBBIES AND OTHER ACTIVITIES

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**DECLARATION** – PLEASE READ CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION.

I CONFIRM THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT AND THAT ANY UNTRUE OR MISLEADING INFORMATION WILL GIVE MY EMPLOYER THE RIGHT TO TERMINATE ANY EMPLOYMENT CONTRACT OFFERED.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_