

**ILLINGWORTH McNAIR LD**  
**164 MAIN STREET, BINGLEY, BD16 2HR**

**TELEPHONE : 01274 566911**

## **APPLICATION FOR EMPLOYMENT**

<b>SURNAME:</b>	<b>TITLE: DR, MR, MRS, MISS, MS</b> (Delete as appropriate)	
<b>FORENAMES:</b>		
<b>POSITION APPLIED FOR:</b>		
<b>COMPANY/DEPARTMENT:</b>		
<b>HOME ADDRESS:</b>	<b>TELEPHONE NO:</b>	
<b>DATE OF BIRTH:</b>	<b>AGE:</b>	<b>NATIONALITY:</b>
<b>MARITAL STATUS:</b>		
<b>HAVE YOU PREVIOUSLY APPLIED FOR A POSITION WITHIN, OR BEEN EMPLOYED BY THIS COMPANY?</b> <b>IF SO, PLEASE GIVE DETAILS:</b>		
<b>HAVE YOU ANY RELATIVES EMPLOYED WITHIN THIS COMPANY?</b>		
<b>HOW DID YOU BECOME AWARE OF THIS VACANCY?</b>		
<b>NOTICE PERIOD REQUIRED FROM CURRENT EMPLOYER/DATE AVAILABLE FOR EMPLOYMENT</b>		

## EDUCATION

SCHOOL ATTENDED	DATES: FROM	TO	QUALIFICATIONS OBTAINED:
FURTHER EDUCATION COLLEGE/UNIVERSITY	DATES: FROM	TO	QUALIFICATIONS OBTAINED:
OTHER TRAINING	DATES: FROM	TO	QUALIFICATIONS OBTAINED:
DETAILS OF PROFESSIONAL QUALIFICATIONS OR PROFESSIONAL MEMBERSHIPS AND DATES OBTAINED			
KNOWLEDGE OF FOREIGN LANGUAGES (indicate ability level, ie: basic/working/fluent)			
LANGUAGE	SPOKEN		WRITTEN
DETAIL EXPERIENCE OF INFORMATION TECHNOLOGY EQUIPMENT USED, E.G. COMPUTER, WORD PROCESSOR, ETC.			

**WORK EXPERIENCE**

NAME & ADDRESS OF CURRENT/MOST RECENT EMPLOYER (Not including temporary employment)

Dates FROM TO SALARY ON LEAVING JOB TITLE

MAIN RESPONSIBILITIES & ACHIEVEMENTS & REASONS FOR LEAVING

PREVIOUS EMPLOYERS

NAME & ADDRESS OF EMPLOYER	DATES FROM TO	POSITION HELD (Give details of main responsibilities and reason for leaving)	SALARY ON LEAVING
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LEISURE ACTIVITIES (include any memberships or involvement in any societies/clubs/community services)

**HEALTH**

ARE YOU A REGISTERED DISABLED PERSON?

R.D.P. NO:

GIVE DETAILS OF ANY SERIOUS ILLNESS OR OPERATION WITHIN THE LAST 5 YEARS.

HAVE YOU RECEIVED MEDICAL TREATMENT IN THE LAST 12 MONTHS? IF SO, PLEASE GIVE DETAILS

ADDITIONAL INFORMATION

Describe the particular qualities/talents you will bring to this job and how it fits into your career plan.

Please continue on a separate sheet if necessary.

REFERENCES

If offered a position with this Company we will take up references from your two previous employers. Please therefore advise us of the following information

NAME	ADDRESS
COMPANY	
JOB TITLE	
NAME	ADDRESS
COMPANY	
JOB TITLE	

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENCE (excluding spent convictions)? If so, please give details:

I hereby declare that all the information given on this form, is to the best of my knowledge, true and complete in every respect and accept that any employment is on the basis of the validity of this information.

SIGNED.....

DATED:.....