

Application Form



Position applied for:

Your details

Surname		Title	
First Name(s)			
Address			
Post Code			
Telephone Number		Mobile Number	
email address			
Nationality		NI Number	

Do you require a work permit to take up employment in the UK? Yes No

If yes, do you have a current and valid work permit to work in the UK? Yes No

Information

Do you hold a full, clean driving licence? Yes No

If no, provide details of endorsements including number of points and reason

Provide dates of any pre-booked holidays

How much notice does your current employer require?

Have you ever been convicted of a criminal offence (you may omit Convictions that are 'spent' under the terms of the Rehabilitation of Offenders Act 1974)? Yes No

Please provide any specific arrangements you may require if you were to attend an interview

Education, Training and Qualifications Use additional sheet if required

School –Provide details of secondary schools	From	To

Qualifications	Date	Grade

Further Education – Provide details of collages etc. you have attended	From	To

Qualifications	Date	Grade

Additional Training - Provide details of any additional training you have completed and qualification, competence certifications you have achieved	Date	Results

Employment History Use additional sheet if required*Provide details of your employment history; begin with the most recent*

Current/ latest employer name and address		Position Held	From	To
Key Duties				
Reason for leaving			Annual Salary or Rate Per hour	

Employer Name and address		Position Held	From	To
Key Duties				
Reason for leaving			Annual Salary or Rate Per hour	

Employer Name and address		Position Held	From	To
Key Duties				
Reason for leaving			Annual Salary or Rate Per hour	

Employer Name and address		Position Held	From	To
Key Duties				
Reason for leaving			Annual Salary or Rate Per hour	

Employer Name and address		Position Held	From	To
Key Duties				
Reason for leaving			Annual Salary or Rate Per hour	

Aptitude

Please detail why you feel you are well suited to the position applied for, detailing appropriate experience, skills and competence you have gained whilst in employment

Hobbies and Activities

Please detail hobbies, activities, sport and interests you pursue and are involved in which may be of assistance in your application

References

Please provide details of two referees which MUST be previous employers, including your current or last employer. Your current employer will not be contacted until you have confirmed acceptance of a job offer. If you are a school leaver references are acceptable from your Head Teacher, Year Head and any part-time employer

Referee 1

Referee 2

Name		Name	
Position		Position	
Company		Company	
Address		Address	
Telephone		Telephone	
Can we contact this referee prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact this referee prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration

I confirm, the information I have provided on this form, to the best of my knowledge is correct. I understand that any false information or deliberate omissions will disqualify me from employment, or render *me* liable to dismissal by Atkinson Building Contractors:

Signed:

Date:

Please post to: **Atkinson Building Contractors, 1 Brancana Court, Penrith, Cumbria CA11 9BB**
or email to: enquiries@atkinson-builders.co.uk