



APPLICATION FOR EMPLOYMENT

(Private & Confidential when completed)



1. Position

Position applied for:	
Location:	
How did you hear of this vacancy?	

2. Applicant's Details

Surname:		Forenames:	
Address (including post code):			
Home Telephone No:		Mobile Telephone No:	
National Insurance No:			
Criminal convictions: Please state any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state:			

3. Employment History

Please start with your most recent employment. Briefly describe the key activities & responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Supporting Statement*.

Name & address of current/most recent employer:					
Job Title:		From:		To:	
Key Activities & Responsibilities:					
Reason for leaving:		Current/leaving salary/hourly rate:			
How much notice do you need to give your current employer?					



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3. Employment History (continued)

Name & address of previous employer:					
Job Title:		From:		To:	
Key Activities & Responsibilities:					
Reason for leaving:					

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Job Title:		From:		To:	
Key Activities & Responsibilities:					
Reason for leaving:					

4. Education, Training & Development

Please start with your most recent education, training & development activities. If you wish to expand on specific areas, please do so in *Section 5: Supporting Statement*.

Dates		Name & address of school, college or training provider	Qualification & grade achieved
From	To		



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5. Supporting Statement

After reading the job description and person specification, please say why you are applying for the position and tell us how you meet the requirements of the job. Highlight any knowledge, experience and skills that you consider relevant to the position you are applying for.

CVs are not accepted as a substitute for completing this section. If you wish to provide further information, please continue on no more than two separate sheets of A4 paper.



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6. References

Please provide the names and addresses of two referees (not friends or relatives). You should ensure that personal references are not used. One should be your present employer, or if you are unemployed your last employer, or if you are in full time education your tutor. The second referee should be able to comment on your skills and abilities in relation to the job you have applied for.

Name:		Name:				
Address:		Address:				
Tel No:		Tel No:				
Relationship:		Relationship:				
Contact before interview?	Yes	No	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Contact before interview?</td> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> </tr> </table>	Contact before interview?	Yes	No
Contact before interview?	Yes	No				

7. Arrangements for Interview

Are there any arrangements that we can make for you if you are called for interview?	Yes	No
If YES please specify:		

8. Data Protection

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the Application Form will be destroyed after six months.

9. Declaration

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I agree that Proper Cornish has the right to validate any of the information provided.

I understand that any false statements could result in my dismissal if appointed. I confirm that I am legally eligible to work in the United Kingdom.

Signature		Date	
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When completed, please return this form to:
HR Manager
Proper Cornish Ltd.
 Western House, Lucknow Road,
 Bodmin, Cornwall PL31 1EZ