



APPLICATION FOR EMPLOYMENT

Position applied for: Harborne Branch – 7½ hours Saturday Maternity Cover

APPLICANT DETAILS

Mr Surname: _____
Mrs
Ms Forename(s): _____
Miss

Address: _____
_____ Post code: _____

Telephone number: _____

Email address: _____

EDUCATION AND TRAINING

Schools attended:	Dates:	Qualifications:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Colleges / Universities attended:	Dates:	Qualifications:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other training received:	Dates:	Qualifications:
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORY

Dates:	Name and address of employer:	Position:	Reason for leaving:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current notice period required (if any): _____

REFERENCES

Please list names and addresses of two persons from whom we may obtain both work and character references.

1. Name: _____	2. Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Telephone: _____	Telephone: _____

We reserve the right to contact past employers. Current employers will only be approached upon your acceptance of an offer of employment.

I agree that references other than from a current employer may be sought in advance of an offer of employment.

Yes

No

INTERVIEW ARRANGEMENTS

If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details

I confirm that to the best of my knowledge and belief the information I have given on this form is true and correct.

Signed: _____

Dated: _____

Data Protection:

The information provided on this form will be used by us for the purpose of assessing your application and, if your application does not result in your being employed by us, will be retained only for as long as necessary.

If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.

Paperwaits Limited t/a Osborne Stationers