


HR - Personnel	
Document Title Application for Employment	
Almerico Document Reference: HRP/AE	Revision No/Date: 01/240811

Please complete this document in your own handwriting by printing clearly in black ink.

This post is subject to a satisfactory Criminal Records Bureau check, which will disclose all cautions reprimands and warnings as well as convictions. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to Guy Neilson at Almerico. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide be used fairly and will only be seen by those who need to see it as part of the recruitment process. A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

Surname		Forenames	
Title			
Address			
		Home ☎	
		Mobile ☎	

Please note, to enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

<i>(Delete if inappropriate)</i> Do you have a full current driving licence?	YES/NO
<i>(Delete if inappropriate)</i> Is it free of endorsements?	YES/NO (If NO, give details):

(Delete if inappropriate) [Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO]

National Insurance No:	
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Nationality:	
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Have you a contact or are you related to any person in the employ of Almerico Ltd? If so, please give details.

Employment

Position applied for		Pay expected	£	per
If offered this position, will you continue to work in any other capacity?	YES/NO (If yes, please give details)			
Would you work full time?	YES/NO			
If your application is for part time employment, please state days/hours preferred.				
On what date would you be available to commence this employment?				

Education & Profession

<p>Educational & Professional qualifications</p> <p>Please list examinations taken and grades achieved including any trade qualifications and if time-served</p>

Employment history

Present/Last:		Date of Employment from:	
Address:			
Starting Salary:		Final Salary:	
Type of Business:		Position Held:	
Describe the work undertaken:			
Reason for Leaving:			

Please give details of your two previous employers, most recent first.

Employer:		Date of Employment from:		To:	
Address:					
Starting Salary:		Final Salary:			
Type of Business:		Position Held:			
Describe the work undertaken:					
Reason for Leaving:					

Employer:		Date of Employment from:		To:	
Address:					
Starting Salary:		Final Salary:			
Type of Business:		Position Held:			
Describe the work undertaken:					
Reason for Leaving:					

References & Experience

Please give details of two referees (one of whom should be your present/last employer and not relatives). Contact will only be made with your authority.

Name		Name	
Occupation		Occupation	
Address		Address	

Please outline the skills and competencies you have gained through paid employment and other work activities and interests which are relevant to your application for this job.

Please use this space to give any other information you feel will support your application, including your reasons for applying to Almerico Ltd.

Disability

Do you consider yourself to have a disability? YES/NO

If yes, please give details.

How can we assist with any special needs to enable you to attend interview or carry out your duties?

If your application is successful, you may be asked to consent to Almerico Ltd verifying the information you have given in this form.

Sign and date the declarations and authorisation below:

I declare that the information given by me, to the best of my knowledge, is true and complete.

I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.

In accordance with the Data Protection Act 1998, I hereby authorise Almerico Ltd to process the information contained in this application form for recruitment and selection purposes.

Name (Block capitals)	
Date	
Signed	