



## APPLICATION FORM FOR EMPLOYMENT

*Please complete this form legibly in your own handwriting, and in black ink.  
All information supplied will be treated as strictly Confidential*

POST applied for .....

### PERSONAL PARTICULARS

Surname .....	Previous Surname(s).....
First name(s) .....	
Address .....	
.....Post Code .....	
Home Tel. No. ....	Mobile Tel.....
Date/Place of Birth .....	Nat Ins Number .....

### EDUCATION

Secondary School(s) attended – Name & Town	From	To

### Further/Higher Education/Training

College or University/Company	Course Attended	Full or P/T	From	To

### Qualifications Obtained (To include school, degree & professional examination results)

Exam/Qualification	Grade	Year	Exam/ Qualification	Grade	Year

### Membership of Professional Bodies

Name of Body	Type of membership	Date(s)

**EMPLOYMENT RECORD** - (You **MUST** supply your employment record for at least the LAST FIVE YEARS. Please start with your most recent/current employment and include periods of unemployment) - *Please note that if you do not provide full details of your employers or referees, you may not be offered an interview or position. Please also note that any offer of employment will be provisional until all vetting procedures have been satisfactorily completed - usually within 12 weeks. Should you fail to provide further information as requested in this period, your employment will be terminated.*

Employers name and address (including post code) & Tel Number Please include contact name	Position in which employed	From		To		Grade/ Salary	Vetting use only
		M	Y	M	Y		
Reason For Leaving:							

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		M	Y	M	Y		
Reason For Leaving:							

**Please list all periods of Unemployment**

From		To		Office at which Registered / Signing-On	Vetting use

## IDENTIFICATION

Document*	Issue/Personal Number	Seen By - Date	Copied
a. Passport or Birth Certificate, (Original Only)			
b. Driving Licence			
c. Other? (Please specify) Eg Utility Bill with address			

**\*You need to bring either (a) or (b) and (c) with you to any subsequent Interview you may attend.**

May we approach your current employer for information prior to the offer of a position?  
YES / NO

## PERSONAL CHARACTER REFEREES

**Please supply the details of two persons who have known you for a minimum period of 2 years within the last 5 years who would be prepared to supply references for this type of employment. They should not be your relative. ( Last employer preferred)**

Name /Address /Post code /Tel/Fax Nos.	Relationship eg Friend / Other	Vetting use Tele No Verified
1.		
2.		

## REHABILITATION OF OFFENDERS ACT 1974

***It is the Company Policy not to employ persons whose record shows them to have Unspent Criminal Convictions. We therefore request that you disclose any Unspent Convictions including Motoring Offences and official Cautions including any actions that may be pending. We also request that you include Bankruptcy dealings and County Court Judgements for debt.***

**Do you have any Cautions or Criminal Convictions, including motoring offences and pending actions. Spent or Unspent? YES / NO\* (Delete as appropriate)**

***Please list below any unspent criminal convictions/cautions or any bankruptcy proceedings and outstanding CCJs for debt . You should note that failure to declare an unspent conviction is a criminal offence. If in doubt please take proper advice.***

Date	Court / Offence	Result/ Judgement

*Please complete the following section. It will be used in any subsequent Interview you may be invited to attend.*

**EXPERIENCE**

*What other relevant experience do you have in electrical or related fields? Please include any positions of responsibility, training courses etc.*

**REASONS FOR APPLYING**

*Why have you applied for this position? What do you consider that you can bring to Jeff Way Electrical Services Ltd?*

**OTHER INFORMATION**

*Is there any other information that you consider relevant to your application?*

**DECLARATION**

The facts set out in this Application Form are true to the best of my knowledge and belief. I understand that any misrepresentation or failure to disclose relevant information may result in an offer of employment not being made, in dismissal or prosecution. I understand that personal data supplied may be held or verified on or by a computer (Data Protection Act 1984). I also understand that the completion of this form in no way constitutes an offer of employment.

Signed ..... Date .....

Print Name:.....

Send completed application forms to:

**Neil Way  
Jeff Way Electrical Services Ltd  
108 St John's Lane  
Bedminster  
Bristol, BS3 5AJ**