

References

Please give details of two people (not relatives or former employers) we could approach for a personal reference.

Name: _____ Name: _____
 Occupation: _____ Occupation: _____
 Address: _____ Address: _____

 Telephone: _____ Telephone: _____

The company will normally approach the most recent employer and one of the people mentioned above for a reference, unless otherwise indicated on page 3.

The facts set forth in this application for employment are, to the best of my knowledge, true and correct.

Date: _____ Signature: _____

For office use only

Interviewers

Interviewer: _____ Date: _____

Comments:

Interviewer: _____ Date: _____

Comments:

Reference Check

Employment as per page 3	Results of Reference Check	Employment as per page 3	Results of Reference Check
1.		4.	
2.			
3.			



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 Tel: (01480) 397400 Fax: (01480) 466555
 E-mail: vacancies@webtec.co.uk website: www.webtec.co.uk

Application For Employment

Please print clearly

Personal

Surname:	Title:	Forenames:
Address:		Telephone number:
Postcode:		Are you legally eligible for employment in the UK?

E-mail Address: _____

Do you have a current driving license? YES/NO. Is it clean? YES/NO, if NO give details.

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO.

Employment

Position applied for. _____ Full Time/Part Time, If part time state days/hours available.

Pay expected £ _____ per _____

If offered this position, will you continue to work in any other capacity? YES/NO, if YES give details.

Have you previously worked for us? YES/NO. If YES, when?

On what date would you be available for work?

Education

Schools	from	to	Examinations and results
College/University	from	to	Examinations and results
Further education and formal training	from	to	Examinations and results
Professional membership and qualifications			

Skills & Experience

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

Employment History

List below present and past employment, beginning with your current or most recent.

1. Name and Address of Company and Type of Business	From		To		Current/Leaving Salary	Reason for Leaving	Job Title
	Mo	Yr	Mo	Yr			
Duties and Responsibilities							
Telephone							
2. Name and Address of Company and Type of Business	From		To		Current/Leaving Salary	Reason for Leaving	Job Title
	Mo	Yr	Mo	Yr			
					£		
Duties and Responsibilities							
Telephone							
3. Name and Address of Company and Type of Business	From		To		Current/Leaving Salary	Reason for Leaving	Job Title
	Mo	Yr	Mo	Yr			
					£		
Duties and Responsibilities							
Telephone							
4. Name and Address of Company and Type of Business	From		To		Current/Leaving Salary	Reason for Leaving	Job Title
	Mo	Yr	Mo	Yr			
					£		
Duties and Responsibilities							
Telephone							

If you wish to list any more employment history, please do so on a plain piece of paper and attach.

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s) _____

Interests and Hobbies