



Application for Employment

Please complete using Pen not Pencil. If you need to reply using an alternative method, please telephone 01829 262345

Position Applied For..... Reference.....

PERSONAL DETAILS

Surname..... First names.....

Address..... Date of Birth.....

..... Contact Telephone Numbers

..... Daytime (STD.....)

Post Code..... Evening (STD.....)

National Insurance Number.....

SECONDARY EDUCATION

Schools Attended (Name and Town)	From	To
.....
.....

FURTHER OR HIGHER EDUCATION

College or University	Course Attended	Full/Part-time	From	To
.....
.....

QUALIFICATIONS OBTAINED

(include schools examination, degrees, diplomas, professional examinations etc...)

Exam/Qualification	Grade	Year	Exam/Qualification	Grade	Year
.....
.....
.....
.....

MEMBERSHIP OF PROFESSIONAL INSTITUTES

Name of Institute	Grade	Date Obtained
.....
.....

EXPERIENCE

Please give details of all experience relevant to the advertised post including details of any particular skills and abilities you have acquired. Do continue on a separate sheet if necessary. If you have had a break from paid work it is important to include details of voluntary work or unpaid duties you have performed and in particular, any positions of responsibility held.

REASONS FOR APPLYING (continue on a separate sheet if necessary)

ADDITIONAL INTERESTS (e.g. Membership of any clubs, leisure activities and hobbies)

MISCELLANEOUS

Do you hold a full UK Driving licence? YES / NO

Do you have use of a car for work? YES / NO

REFERENCES

Please give details of two people who would be willing to comment on your suitability for this post. Where appropriate one person should be your current employer / course tutor. References may be taken up before interview. Please indicate whether this is acceptable by ticking the relevant box.

Name.....

Name.....

Position.....

Position.....

Address.....

Address.....

.....

.....

.....

.....

.....Post Code.....

.....Post Code.....

Daytime telephone number (STD).....

Daytime telephone number (STD).....

YES NO

YES NO

In order to comply with our Equal Opportunities Policy, please indicate if you require any adjustments to the interview and selection process. **YES / NO**

If YES, please provide details below.

DATA PROTECTION ACT

In accordance with the Act, you should be aware that the personnel details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful.

DECLARATION

I declare that to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to termination of my contract of service with such notice as may be appropriate.

Signature;

Date:

FOR OFFICE USE ONLY

Date Received

Company

Position

Please return to:

**HR DEPARTMENT
BOUGHEY DISTRIBUTION
WARDLE
NANTWICH
CHESHIRE
CW5 6RS**