

Application Form

The position

Position applied for _____

Your details

Surname _____

Christian name(s) _____

Address _____

_____ Postcode _____

Telephone number: _____ Mobile number: _____

Personal information

Place of birth _____

Marital Status _____ Ages of children(if applicable) _____

Nationality _____ NI number _____

Do you require a work permit to take up employment in the UK? Yes No

If YES, please give details _____

Medical information

Do you have a history of good health? Yes No

If NO, please give details _____

Are you currently taking any medication for an existing condition? Yes No

If YES, please give details _____

Have you ever suffered from a serious illness or had a major operation? Yes No

If YES, please give details _____

Have you had any medical complaint that has resulted in taking more than 10 days sick in the last 5 years? Yes No

If YES, please give details _____

Give details of any absence from work due to illness in the last 12 months _____

Are you registered disabled? Yes No

If YES please give details of your disability, including your RDP number _____

Do you wear spectacles or contact lenses? Yes No

Supplementary information

Are you willing to work during weekends? Yes No

Are you willing to work more than 48 hours per week if required? Yes No

Do you have any personal commitments, such as a position in local government or as a military reserve, which may limit your availability for work? Yes No
If YES, please give details _____

Have you previously worked for Paul Turner Signwriters Ltd? Yes No
If YES, please give details and reason for leaving our employment _____

Do you hold a full, clean driving license? Yes No
If NO give details of endorsements or disqualification _____

Do you have any pre-existing holidays booked? Yes No
If YES please give details _____

How much notice does your current employer require? _____

Have you ever been convicted of a criminal offence (you may omit convictions that are 'spent' under the terms of the Rehabilitation of Offenders Act 1974)? Yes No
If YES, please give details _____

Education and qualifications

School - please give details of the secondary schools you attended	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
Qualifications	Date	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Further Education - please give details of the colleges you attended	From	To
_____	_____	_____
_____	_____	_____
Qualifications	Date	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
Additional Training - please give details of any additional training you have completed	Date	Result
_____	_____	_____
_____	_____	_____

Employment history

Give details of your employment history, begin with your most recent position and work back. (use an additional sheet if required)

Employer name and address	Position	Key duties	Reason for leaving
	From/to dates		Salary

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Aptitude

Please detail why you feel you are well suited to the position applied for, detailing any pertinent experience, skills and certificates you have gained whilst in paid employment. Please also include any other activities and interests you are involved in which may be of assistance in your application (use an additional sheet if required)

Hobbies and activities

Please detail outline any hobbies, sports or special interests you pursue:

References

Give details of two referees, both MUST be previous employers and must include your present or last employer, your current employer will not be contacted for a reference until you have confirmed acceptance of a job offer from Paul Turner Signwriters Ltd. If you are a school leaver references are acceptable from your Head Teacher, Year Head and any part-time employer:

Referee No. 1

Name _____ Position _____

Company _____

Address _____

Telephone _____

Referee No. 2

Name _____ Position _____

Company _____

Address _____

Telephone _____

Declaration

I confirm that the information I have completed on this form, to the best of my knowledge is correct. I understand that any false information or deliberate omissions will disqualify me from employment, or render me liable to dismissal by Paul Turner Signwriters:

Signed: _____ Date: _____

Once you have fully completed this form, please post it (writing 'application' clearly on the envelope) to:
Paul Turner Signwriters Ltd, Unit 3, Willow Court, Lotherton Way, Garforth, Leeds, LS25 2GB