

Job Application Form



The position

Position applied for: _____

Your details

Surname: _____

Christian name(s): _____

Address: _____

Postcode: _____

Telephone number: _____

Mobile number: _____

Personal information

Date of birth: _____ Age: _____

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, give details _____

Your name: _____

Medical information

Do you have a history of good health? Yes No

If NO give details: _____

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

If YES give details: _____

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

If YES give details: _____

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

If YES 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 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 give details: _____

Have you previously worked for AstSigns? Yes No

If YES 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 give dates: _____

How much notice does your current employer require?

Have you ever been convicted of a criminal offense (you may omit convictions that are 'spent' under the terms of the Rehabilitation of Offenders Act 1974)? Yes No

If YES give details: _____

Your name:

Education and qualifications

Schools

Please detail the secondary schools you attended:

From:

To:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Qualifications gained:

Date:

Result:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Further education

Please detail the colleges you attended:

From:

To:

_____	_____	_____
_____	_____	_____

Qualifications gained:

Date:

Result:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional training

Please detail any additional training you have completed:

Date:

Result:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your name:

Your aptitude for the position

Professional membership and qualifications

Please detail any relevant membership of professional bodies and additional qualifications:

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 payed 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 interest you pursue:

Your name: _____

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: From/to dates: Key duties: Reason for leaving: Salary:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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 AstSigns. If you are school leaver references are acceptable from your Head Teacher, Year Head and any part-time employer:

Referee #1

Name: _____
Company and position: _____
Address: _____
Telephone number: _____

Referee #2

Name: _____
Company and position: _____
Address: _____
Telephone number: _____

Declaration

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

Signed: _____
Date: _____

Once you have fully completed this form, please staple it together and post it (writing 'application' clearly on the envelope) to:
AstSigns Limited, Unit 2 East Lakes Business Park, Penrith, Cumbria CA11 9BF. Telephone: 01768 892292