



## EMPLOYMENT APPLICATION FORM

Please complete the appropriate sections below **in writing** and return as soon as possible to Peasgood & Skeates, Shire Hill, Saffron Walden CB11 3AQ for the attention of Hayley Doe.

**JOB POSITION:**

**PERSONAL DETAILS:**

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone - Private: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you a car owner? Yes/No Is it automatic only? Yes/No

Have you a current driving licence? Yes/No Is it endorsed? Yes/No

If endorsed, please specify number of points & dates if known:

Salary expected: \_\_\_\_\_ Current salary: \_\_\_\_\_

Notice required by present employers: \_\_\_\_\_

**PERSONAL REFERENCES:**

Please give details of two previous employers (or persons known to you) whom we could approach for references.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

**EDUCATION & TRAINING (only complete if you have not attached a C.V. with this information included)**

Schools:	From:	To:	Examinations Taken & Results:
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Further Education (state whether full-time, day release, evening): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Qualifications: \_\_\_\_\_

\_\_\_\_\_

Hobbies, Interests and Voluntary Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

Employed to/from	Name and address of employer	Position Held and Main Duties

If, in any section, you find there is insufficient space for your answer, kindly use a separate sheet of paper giving the appropriate heading.

I declare that, to the best of my knowledge, the details on this Form are true at the time of completion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please feel free to attach a C.V. to support your application, if you have one.