



**APPLICATION FOR EMPLOYMENT**

Please indicate which job role you are applying for:

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This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

**Personal Information**

Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Address for correspondence:	
Daytime telephone number:	
Alternative telephone number:	
E-Mail address: (please check carefully)	

Do you have the right to take up employment in the UK:	YES / NO
Do you have any criminal convictions not covered by the Rehabilitation of Offenders:	YES / NO
Full / clean driving license:	
How would you get to work:	
Dates you are not available for interview:	
Computer (software) skills:	

**Education**

From GCSE or equivalent to degree level in chronological order.

Establishment	Qualifications gained

Postgraduate education or study or any other professional qualifications.

Establishment	Qualifications gained

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**Work experience**

Please tell us about other jobs that you have done and about the skills you used and/or learned in those jobs:

From	To	Name and address of employer	Job title, description of duties and key skill used

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**Other Information**

**Please tell us why you want to work for the Company?**

**What do you think you would enjoy most about working for the Company?**

**What do you think you would enjoy least about working for the Company?**

**What motivates you most at work?**

**Please give details of your main extra-curricular activities and interests.**

**Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.**

**If you are successful, when could you take up your post?**

What sort of hours are you looking for?

**Referees**

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee	Second referee

**Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.

Signed: .....

Date: .....

Please return this completed form to [karl@swiftsigns.co.uk](mailto:karl@swiftsigns.co.uk)