

Harpers Ltd

Application for Employment



Branch _____

Position Applied for _____

Date available for work _____

Personal Information

First Name _____ Last Name _____

Address _____

_____ Post Code _____

Contact Number _____ Email Address _____

Date of Birth _____ National insurance number _____

Full Driving Licence: YES / NO

Additional Information

Are you willing to work overtime: YES / NO Are you willing to work weekends: YES / NO

Please give details of any time you are unavailable to work _____

Are you involved in any activity which might limit your availability to work? YES / NO

If Yes, please give full details _____

Are you subject to any restrictions which might restrict your working? YES / NO

If Yes, please give full details _____

Have you previously applied to / worked for Harpers: YES / NO

Please give details _____

Do you need a work permit to take up employment in the UK? YES / NO

Source of Application

How did you hear about this vacancy _____

Education

Schools Attended (11 Years plus)	From	To	Subjects & Results
Further Education	From	To	Subjects & Results
Further Formal Training	From	To	Subjects & Results
Job Related Training Courses Name of Organisation	From	To	Course Title & Result

Are you a member of any Technical or Professional Association? YES/ NO

If Yes, please provide details: _____

Employment Details

Are you currently in employment? YES / NO Notice Required: _____

Name of Present Employer _____

Address _____

_____ Post Code _____

Nature of Business _____ Contact Number _____

Job Title and Brief description of duties _____

Please give details of your past employment, stating the most recent first

Name and Address of Employer	From / To	Position Held / Main Duties	Reason for Leaving

References

Please give the names of two people (one of whom should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES / NO

First Reference (Present Employer)

Contact Name _____ Position _____

Company Name and Address _____

_____ Post Code _____

Contact Number _____

Second Reference

Contact Name _____ Position _____

Company Name and Address _____

_____ Post Code _____

Contact Number _____

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature _____ Date _____