

**APPLICATION FORM**

**Please complete this form in black and in BLOCK CAPITALS**

|  |  |
| --- | --- |
| Position Applied For? |  |
| Location? |  |
| Where did you see this position advertised? |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Mr, Mrs, Miss) |  | Surname: |  |
| Forename (s): | |  | |
| Home Address:  (including postcode) | |  | |
| Nationality: | |  | |
| Contact Telephone: |  |  |  |
| E-mail Address: | |  | |

**Availability**

|  |  |  |  |
| --- | --- | --- | --- |
| What date are you available for work? | |  | |
| If offered this position, would you continue to work for other employers? | **YES** | | **NO** |
| If ‘YES’, please give details: | | | |

**Qualifications**

**Most recent first, please continue onto separate sheet if required**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Date completed | Grade | Name of School/College |
|  |  |  |  |

**Career History**,

**Most recent first, please continue onto separate sheet if required**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer  (Name and address) | Dates | Job title | Main Duties and Reason for  Leaving | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Additional Information**

Please outline any additional information that you feel may benefit your application

|  |
| --- |
|  |

**References**

Please give the names and addresses of two referees (not friends or relatives) including telephone numbers. You should ensure that personal references are not used. At least one reference should be from your most recent employer (where applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | | |
| Name, Job Title |  | Telephone: |  |
| Address |  | E-Mail: |  |
| **Referee 2** | | | |
| Name, Job title |  | Telephone: |  |
| Address |  | E-Mail: |  |

**Convictions**

|  |  |  |
| --- | --- | --- |
| Do you have any criminal convictions? | **YES** | **NO** |
| If yes, please give details on a separate sheet (this should include any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974) | | |

**Work Permit**

|  |  |  |
| --- | --- | --- |
| Do you require a work permit to work in  the UK? | **YES** | **NO** |
| If ‘yes’, what is the expiry date? |  | |

**Driving**

|  |  |  |
| --- | --- | --- |
| Do you hold a full, current driving  licence? | **YES** | **NO** |
| Do you hold a current forklift licence? | **YES** | **NO** |

**Relationships**

|  |  |  |
| --- | --- | --- |
| Are you related to/have a personal relationship with an RE Thompson employee? | **YES** | **NO** |
| If yes, please specify Name and Job Title |  | |

**Disability**

|  |  |  |
| --- | --- | --- |
| Do you require any adjustments at interview? | **YES** | **NO** |
| If ‘yes’ please specify | | |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information I have given on this form is, to the best of my knowledge, true and complete and if it is subsequently discovered that 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 give my consent to RE Thompson processing the data supplied on this application form for the purpose of recruitment and selection in accordance with the Data Protection Act. | | | |
| Signature: |  | Date: |  |

**Thank you for your interest in RE Thompson.**

**Please return you application to: recruitment@rethompson.co.uk**