

APPLICATION FOR EMPLOYMENT

Please complete this accurately giving as many details as possible of your skills and experience relating to this job application.

POSITION APPLIED FOR:	
Job title:	
Where did you see this post advertised?	

1. APPLICANTS DETAILS	
Full Name:	
Address:	
Postcode:	
Contact Telephone Number:	Home: Work: Mobile:
Email Address:	
Are you: (please delete where applicable)	The Owner Tenant Living with Parents

2. EMPLOYMENT RECORD		
<i>Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility please do so in Section 4: Experience/Skills.</i>		
1. Current/most recent employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving:		

2. EMPLOYMENT RECORD cont'd

2. Employer/organisation

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving:

3. Employer/organisation

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving:

4. Employer/organisation

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving:

3. EDUCATION

Please tell us about your education and any qualifications you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

**Name of School/College/University/
Training body**

Subjects studied

Qualification/Level

Name of School/College/University/ Training body	Subjects studied	Qualification/Level

3. EDUCATION con'td		
Name of School/College/University/ Training body	Subjects studies	Qualification/Level

4. EXPERIENCE/SKILLS TRAINING
This section is for you to give specific information in support of your application. High-light any job skills or specialist training gained that you feel appropriate to this post.

(continue on a separate sheet if necessary)

5. HEALTH	YES	NO
<i>Have you ever been diagnosed with any of the following?</i>		
1. Blackouts/loss of consciousness/giddiness		
2. Disorder of the nervous system		
3. Psychiatric problems (eg anxiety, stress, depression, phobias)		
4. Disease of the heart or blood vessels/raised blood pressure		
5. Diabetes		
6. Skin problem		
7. Asthma, bronchitis, pneumonia or other chest complaint		
8. Visual/hearing problems		
9. Musculoskeletal disorders (eg back pain, arthritis, rheumatoid arthritis, difficulty in bending/lifting/sitting for prolonged periods)		
10. Are you at present taking any injections, pills drugs or other medications?		
11. Have you had any time off work for medical reasons in the last two years?		
12. Have you ever had a disability or industrial injury benefit claim?		
13. Have you had any other diseases, disabilities or long term medical conditions?		
14. Are you registered disabled?		
If you have answered YES to any of the above please detail below:-		

6. GENERAL	
Please give details of work absences through sickness or through other reasons over the last twelve months. Please specify reasons for absence.	
Can we contact your present employer before an offer of employment has been made?	
Have you ever been dismissed from employment?	
a. Do you hold a current UK or EU Driving Licence? b. Do you have any endorsements or convictions, including suspension (if yes please give details).	
Rehabilitation of Offenders Act 1974:- Have you ever been convicted of any criminal offence? If yes, please give details of the conviction(s) and the date(s)	
Do you agree to references being taken up if your application is successful?	
Original documents showing your eligibility to work in the UK will be sought for all staff. Do you require a permit to work in the UK? If yes, do you have a current permit to work? If yes, what date does your permit expire?	
<p>To meet our obligations under the Data Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by Jefferies Farm for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998</p> <p>I confirm the information given in this form is correct and understand that it will be used in the selection process. I also understand that misleading statements may be sufficient grounds for cancelling any agreements made.</p> <p>Signed: _____ Date: _____</p>	

Please return this form to:

Human Resources - Jefferies Farm Unbeatablecar.com
Eastman House, Fleming Way, Manor Royal, Crawley, West Sussex RH10 9UH

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