

# Application Form



## The position

Position applied for \_\_\_\_\_

## Your details

Surname \_\_\_\_\_

Christian name(s) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Nationality \_\_\_\_\_ NI number: \_\_\_\_\_

Do you require a work permit to take up employment in the UK? Yes  No

*If YES, please give details* \_\_\_\_\_

## Medical information

Do you have a history of good health? Yes  No

*If NO, please give details* \_\_\_\_\_

Have you ever suffered from a serious illness or had a major operation? Yes  No

*If YES, please give details* \_\_\_\_\_

Have you had any days off work due to ill health in the last 12 months? Yes  No

*If YES, please give details and length of time off* \_\_\_\_\_

Are you registered disabled? Yes  No

*If YES please give details of your disability, including your RDP number* \_\_\_\_\_

## Supplementary information

Are you willing to work during weekends? Yes  No

Are you willing to work more than 48 hours per week if required? Yes  No

Do you have any personal commitments, such as a position in local government or as a military reserve, which may limit your availability for work? Yes  No

*If YES, please give details* \_\_\_\_\_

Have you previously worked for AstSigns? Yes  No

*If YES, please give details and reason for leaving our employment* \_\_\_\_\_

Do you hold a full, clean driving license? Yes  No

*If NO give details of endorsements or disqualification* \_\_\_\_\_

Do you have any pre-existing holidays booked? Yes  No

*If YES please give details* \_\_\_\_\_

How much notice does your current employer require? \_\_\_\_\_

Have you ever been convicted of a criminal offense (you may omit convictions that are 'spent' under the terms of the Rehabilitation of Offenders Act 1974)? Yes  No

*If YES, please give details* \_\_\_\_\_

# Education and qualifications

**School** - please give details of the secondary schools you attended

From

To

_____	_____	_____
_____	_____	_____
_____	_____	_____

Qualifications

Date

Grade

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Further Education** - please give details of the colleges you attended

From

To

_____	_____	_____
_____	_____	_____
_____	_____	_____

Qualifications

Date

Grade

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Additional Training** - please give details of any additional training you have completed

Date

Result

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Employment history

Give details of your employment history, begin with your most recent position and work back (use an additional sheet if required)

Position	_____	From/to dates	_____
Employer name and address	_____		
Key duties	_____		
	_____		
	_____		
	_____		
Reason for leaving	_____	Salary	_____

Position \_\_\_\_\_ From/to dates \_\_\_\_\_

Employer name and address \_\_\_\_\_

Key duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Salary \_\_\_\_\_

Position \_\_\_\_\_ From/to dates \_\_\_\_\_

Employer name and address \_\_\_\_\_

Key duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Salary \_\_\_\_\_

Position \_\_\_\_\_ From/to dates \_\_\_\_\_

Employer name and address \_\_\_\_\_

Key duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Salary \_\_\_\_\_

Position \_\_\_\_\_ From/to dates \_\_\_\_\_

Employer name and address \_\_\_\_\_

Key duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Salary \_\_\_\_\_

# Aptitude

Please detail why you feel you are well suited to the position applied for, detailing any appropriate experience, skills and certificates you have gained whilst in paid employment. Please also include any other activities and interests you are involved in which may be of assistance in your application (use an additional sheet if required)

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# Hobbies and activities

Please detail outline any hobbies, sports or special interests you pursue:

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# References

Give details of two referees, both MUST be previous employers and must include your present or last employer, your current employer will not be contacted for a reference until you have confirmed acceptance of a job offer from AstSigns. If you are a school leaver references are acceptable from your Head Teacher, Year Head and any part-time employer:

Referee No. 1

Name \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Can we contact this reference prior to interview? Yes  No

Referee No. 2

Name \_\_\_\_\_ Position \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Can we contact this reference prior to interview? Yes  No

# Declaration

I confirm that the information I have completed on this form, to the best of my knowledge is correct. I understand that any false information or deliberate omissions will disqualify me from employment, or render me liable to dismissal by AstSigns:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Once you have fully completed this form, please post it (writing 'application' clearly on the envelope) to:

**AstSigns Limited, Unit 2 Gilwilly Road, East Lakes Business Park, Penrith, Cumbria CA11 9BF**