

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 _____

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 licence? 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 offence (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	_____

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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)

Hobbies and activities

Please give details of any hobbies, sports or special interests you pursue:

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, The Box, Eden Business Park, Penrith, Cumbria CA11 9FB