



CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Please return to:

All sections of this form must be completed using N/A (Not Applicable) where appropriate, regardless as to whether you are supplying a CV or not. Please complete in BLOCK CAPITALS and black ink. **Interlink Express does not discriminate against men or women whatever their ethnic origin, sexual orientation, religion or age. We welcome applications from disabled people.**

POSITION APPLIED FOR.....	LOCATION
SURNAME:	FORENAMES:
ADDRESS:POST CODE.....	
TELEPHONE NO: (HOME).....MOBILE NO: NUMBER OF YEARS AT THIS ADDRESS:..... EMAIL ADDRESS:	
OTHER ADDRESSES DURING THE PAST 5 YEARS + DATES: Dates:	
DATE OF BIRTH:	DO YOU NEED A WORK PERMIT? Yes <input type="checkbox"/> No <input type="checkbox"/>
NATIONAL INSURANCE No.	DO YOU HAVE A WORK PERMIT? Yes <input type="checkbox"/> No <input type="checkbox"/>

WHERE DID YOU HEAR ABOUT THE VACANCY?

JOB CENTRE

JOB ADVERTISEMENT

OTHER

PLEASE GIVE DETAILS:

.....
.....

EDUCATION - (PLEASE USE CONTINUATION SHEET IF NECESSARY)

SCHOOLS ATTENDED	FROM	TO	EXAMINATION RESULTS
COLLEGE/UNIVERSITY ATTENDED OR COURSES TAKEN	FROM	TO	QUALIFICATIONS ATTAINED

DETAILS OF ANY OTHER QUALIFICATIONS/TRAINING:

MEMBERSHIP OF PROFESSIONAL INSTITUTION/UNION MEMBERSHIP:

ABSENCE

NUMBER OF DAYS ABSENT DUE TO SICKNESS IN YOUR LAST YEAR'S WORK:

.....

DISABILITY

DO YOU HAVE, OR HAVE YOU HAD A DISABILITY?

YES NO

IF YES, PLEASE GIVE DETAILS:

.....

NAME ANY FRIENDS OR RELATIVES EMPLOYED BY THIS COMPANY:

HAVE YOU ANY ATTACHMENT OF EARNINGS (EG. A COURT ORDER FOR MAINTENANCE PAYMENTS?) YES/NO*
IF YES, PLEASE SPECIFY:

HAVE YOU EVER BEEN CONVICTED IN A CRIMINAL OR CIVIL COURT, RECEIVED A CAUTION OR ARE THERE PROCEEDINGS PENDING? (SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1974). YES/NO*

IF YES, PLEASE GIVE FULL DETAILS*:

* THE OFFENCE OF DELIBERATELY FALSIFYING AN APPLICATION FORM IS CONSIDERED TO BE AN ATTEMPT TO GAIN PRECUNARY ADVANTAGE AS PER SECTION 16 (1) OF THE THEFT ACT 1968; WHICH RELATES TO ANY ATTEMPT TO GAIN SERVICE BY DECEPTION. THE GAINING OF EMPLOYMENT IS CLASSED AS SERVICE UNDER THE ABOVE SECTION AND MAY LEAD TO PROSECUTION.

ANY OFFER OF EMPLOYMENT IS SUBJECT TO YOU SUPPLYING A PRINTOUT OF YOUR SUBJECT ACCESS RECORD.

PERSONAL REFERENCE

NAME, ADDRESS AND PHONE No. OF ONE PERSONAL REFEREE. THEY MUST NOT BE A RELATIVE OR PREVIOUS EMPLOYER:

1. NAME

ADDRESS:

..... POST CODE:HOW LONG KNOWN:

(Delete as appropriate)

CURRENT EMPLOYMENT

NAME AND ADDRESS OF EMPLOYER AND NATURE OF EMPLOYER'S BUSINESS:

BUSINESS NAME:..... FULL POSTAL ADDRESS:

POST CODE:..... TELEPHONE NO:

DATE OF COMMENCEMENT:

...../...../.....

POSITION HELD:

.....

CURRENT SALARY/WAGE:

£..... per.....

MAIN DUTIES & RESPONSIBILITIES:

(PLEASE USE CONTINUATION SHEET IF NECESSARY)

WHY DO YOU WISH TO LEAVE?

NOTICE REQUIRED:

WHILST IN THE EMPLOYMENT OF THIS COMPANY, WILL YOU ALSO BE IN THE EMPLOYMENT OF ANY OTHER COMPANY? IF YES, PLEASE SPECIFY:

PREVIOUS EMPLOYMENT

ALL PREVIOUS EMPLOYMENT IN THE LAST 10 YEARS MUST BE DECLARED, INCLUDING PERIODS OF UNEMPLOYMENT, SERVICE IN THE ARMED FORCES, AND ANY WORK ABROAD (**please give full names and addresses**).

NAME :

ADDRESS:

..... POST CODE:.....

TELEPHONE NO:

JOB TITLE

MAIN DUTIES/ACHIEVEMENTS

FROM:

TO:

TYPE OF BUSINESS

REASON FOR LEAVING

SALARY £

OTHER BENEFITS

I hereby confirm that the statements made by myself within this document are true and accurate. If any of the statements are untrue or misleading, I understand my employment may be terminated. I also understand that in applying to Interlink Express for employment, I hereby give Interlink Express permission to approach all previous employers and Government Departments to establish and verify my employment credentials, and to the DVLA to release limited details of all current and past licences held by me.

DATE: SIGNATURE OF APPLICANT:

Data Protection Act 1998. All details provided within this application form will be retained by Interlink UK Ltd for the sole purpose of the recruitment exercise for which you have applied. If you are not successful, they will be retained for a period of six months and then destroyed. Information provided will not be used for any other purpose.

Thank you for completing this form - we wish you well with your application.

INTERVIEWER'S SIGNATURE:..... DATE:



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