

# APPLICATION FOR EMPLOYMENT



## Confidential

### Application

For the post of: \_\_\_\_\_

Would you work full time?  Yes  No

Part time, state days & hours  
\_\_\_\_\_  
\_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

### Personal Details

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No. - Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Do you currently hold a UK Driving Licence?  Yes  No    Any Endorsements?  Yes  No

Do you have your own transport?  Yes  No

If no, how would you travel to work? \_\_\_\_\_

N.I. No:

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Passport No. \_\_\_\_\_

If you are not a British or EC national, are you able to take up employment in the UK?  Yes  No

Passport No. \_\_\_\_\_

Country of issue: \_\_\_\_\_

Date of Issue:    /    /    /





# Equal Opportunities Monitoring

## EQUAL OPPORTUNITIES FOR ALL AT LEEKES LIMITED

WE ARE COMMITTED TO EQUAL OPPORTUNITIES FOR ALL. THIS MEANS THAT EVERYONE WHO WORKS FOR US IS TREATED EQUALLY, WHATEVER THEIR GENDER, RACE, COLOUR OR ETHNIC ORIGIN.

THIS ALSO INCLUDES ANYONE APPLYING FOR EMPLOYMENT WITH OUR COMPANY.

WE NEED TO ENSURE THAT OUR POLICY IS WORKING IN PRACTICE, PARTICULARLY WHEN WE ARE TAKING ON NEW EMPLOYEES.

### HOW CAN YOU HELP US...

YOU CAN HELP US BY COMPLETING THE SECTION BELOW.

THE INFORMATION YOU GIVE US WILL BE SEPARATED FROM THIS APPLICATION FORM AND WILL BE TREATED AS CONFIDENTIAL.

### THE FOLLOWING DETAILS WILL NOT BE USED AS PART OF THE SELECTION PROCESS.

DATE OF BIRTH:        /        /        /

MY NATIONALITY  
AT BIRTH WAS:

MY NATIONALITY  
NOW IS:

I WOULD DESCRIBE MY  
ETHNIC ORIGIN AS:  
(CIRCLE AS APPROPRIATE)

AFRICAN  
CARIBBEAN  
EUROPEAN  
MIXED RACE

ASIAN  
CHINESE  
WHITE  
OTHER

ARE YOU DISABLED?  
(CIRCLE AS APPROPRIATE)

YES

NO

NATURE OF DISABILITY:

## Source of introduction

TO HELP US MONITOR OUR ADVERTISING POLICY  
PLEASE SAY WHERE YOU SAW THIS POST ADVERTISED

NATIONAL PRESS:  
(PLEASE DETAIL)

LOCAL PRESS:  
(PLEASE DETAIL)

SPECIALIST PRESS:  
(PLEASE DETAIL)

INTERNET:  
(PLEASE DETAIL)

JOB CENTRE:  
(PLEASE DETAIL)

AGENCY:  
(PLEASE DETAIL)

RELATIVE / FRIEND WORKING FOR COMPANY:  
(PLEASE DETAIL)

OTHER:  
(PLEASE DETAIL)



# Employment History (Start with most recent employer)

Present/Last Employer:

Type of Business:

Address:

Position Held:

Responsibilities:

From:

To:

Starting Pay: £

per

Present/Leaving Pay: £

per

Reason for Leaving:

Notice Required:

Name & Address	From:	To:	Position Held & Main Duties/Responsibilities:	Reason for Leaving:

# Employment References (Including most recent employer)

Name:

Address:

Telephone Number -

Home:

Mobile:

Name:

Address:

Telephone Number -

Home:

Mobile:

# Declaration

I declare that the information supplied by myself is correct and I understand that any significant omissions or inaccuracies in this application form could make any job offer invalid.

Signature

Date: