

DATAGRAPHIC LIMITED

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Datagraphic is committed to the development of positive policies to promote equal opportunity in employment regardless of sex, marital status, creed, colour, race or ethnic origin.

Post applied for

PERSONAL PARTICULARS (Please use BLOCK CAPITALS)

DATE

Surname	Mr/Mrs/Miss	N.I. No. (if known)							
First Names	Nationality								
Maiden Name	Place of Birth								
Address	Single/Married/Separated/Divorced/Widowed								
.....									Dependants
.....									In case of emergency, notify:
..... Postcode.....									
Telephone -	Address.....								
Do you own your own car?								
Have you a driving licence? PROVISIONAL/FULL/NO									Tel. No.:.....
Licence Class? e.g. car, HGV									Additional Tel. No.:.....
Details of current endorsements									
Do you require a work permit to work in the UK?									

EDUCATION & QUALIFICATION.
Please give details of Secondary education

Dates				Name and address of school	Type of school	Examinations: Give all subjects taken and results Mention any scholarships, prizes or other distinction
From		To				
M	Y	M	Y			

FURTHER EDUCATION AND TRAINING
Please give details of further education since leaving school including training courses.

Dates				Name of University College, Institute	Type of Training e.g. day release evening, full time	Subjects studied	Qualifications obtained Give class of pass, special prizes obtained
From		To					
M	Y	M	Y				

Briefly tell why you want to work for Datagraphic:.....

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Are you able and willing to work overtime? YES/NO Wages/Salary Expected £.....

MEDICAL HISTORY
Please give dates and nature of any illness or injuries received in the last 5 years.

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EMPLOYMENT HISTORY

Please list in date order the organisations for which you have worked, including military service, if any.

Name and address of Employers	Dates and length of service	Title of job, type of work or duties and reason for leaving	Average weekly wage before stoppages
Present or last Employer			
Previous Employer			
Previous Employer			
Previous Employer			

GENERAL (answer all questions)

Have you ever become redundant or dismissed? YES/NO (if yes give details)

Have you ever been hurt whilst doing your job? YES/NO (if yes, explain)

Which of your jobs did you prefer?

Who do you know employed by our Company?

Period of notice required to present employers?

Are you registered as disabled? YES/NO (if yes state disablement number and expiry date)

Do you have part time jobs? YES/NO (if yes give details)

Do you have any holiday commitments ? YES/NO (if yes give details)

Do you have any other commitments which might limit your working hours?
(e.g. Military Reserve, Local Government, Judicial)

Have you ever been convicted of a criminal offence? YES/NO (if yes give details)

Interests/sports/hobbies

Membership of leisure clubs/societies

Membership of professional bodies or trade union

CREDIT REFERENCE

It is a requirement of APACS that we obtain a credit reference before making an offer of employment.
Do you have any objection to us obtaining a credit reference? YES/NO

PROOF OF IDENTITY

It is a requirement of APACS that before the engagement of a new employee we obtain proof of identity substantiated by official documentary evidence, eg. passport, driving licence etc.

NAME AND ADDRESS OF TWO REFEREES Can the referees be contacted at this stage? YES/NO (delete)

Name	Address	Occupation
Character		
Experience		

DECLARATION OF APPLICANT

I confirm that the above information is correct and understand that misleading statements or deliberate omissions may be sufficient grounds for cancelling any agreements made.

Signed _____ Date _____

Please return the completed Application Form to:
 Datagraphic Limited
 Cottage Leap
 Rugby CV21 3XP
 Warwickshire
 Tel 01788 535383