

**CLARKE'S MECHANICAL LIMITED**

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**Application for Employment**  
**Confidential**

1. Position applied for: \_\_\_\_\_

**2. Personal Details**

Title: Mr / Mrs / Ms / Miss

Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

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

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

Telephone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

3. Where did you hear about this vacancy? \_\_\_\_\_

4. Have you previously worked for us? Yes / No

5. Do you hold a current driving license? Yes / No

Do you own or have access to your own vehicle? Yes / No

6. Are you in good health? Yes / No

Are there any disabilities that may affect your application? Yes / No

If yes, please give details: \_\_\_\_\_

**7. Education**

School / College Attended	Dates		Examinations (subjects and qualifications achieved)
	From	To	

**8. Present / Previous Employment** (please provide details of your most recent employment first and use the space below to give details of your previous employment.)

Present / most recent employer: \_\_\_\_\_

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

\_\_\_\_\_ Type of Business: \_\_\_\_\_

Job Title: \_\_\_\_\_ Pay: £ \_\_\_\_\_ Per \_\_\_\_\_

Duties / Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Start date: \_\_\_\_\_ Leave Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



Previous Employer: \_\_\_\_\_

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

\_\_\_\_\_ Type of Business: \_\_\_\_\_

Job Title: \_\_\_\_\_ Pay: £ \_\_\_\_\_ Per \_\_\_\_\_

Duties / Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Start date: \_\_\_\_\_ Leave Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**9. Please state any other previous work experience relevant to the position you are applying for continuing on a separate sheet if necessary (providing dates if possible):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Interests / Hobbies: \_\_\_\_\_  
\_\_\_\_\_

**11. Declaration**

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974):

\_\_\_\_\_

**12. Personal Referees** (not members of your family, please identify relationship to referee, e.g previous employer)

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Tel No: _____	Tel No: _____
Relationship: _____	Relationship: _____
Occupation: _____	Occupation: _____

**Please ensure that you have completed all sections of this form before signing below.**  
**You may attach a supporting letter if you wish.**

**13. Recruitment Policy**

It is the company's policy to employ the best-qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not discriminate against any person because of sex, race, age, disability, gender reassignment, religion or belief.

I authorise the company to obtain references to support this application if I am short listed for interview. I release the company and referees from liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**14. For office use only:**

Interview arranged: Yes / No	
Interview Date: _____	Location: _____
Date confirmed with candidate: Yes / No	Date confirmed with interviewer: Yes / No
Interview to be conducted by: _____	
Reference requested: Yes / No	Driving license produced: Yes / No
Proof of qualifications: Yes / No / Not applicable	