

APPLICATION FOR EMPLOYMENT

STRICTLY
CONFIDENTIAL

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COMPANY NAME:

**KELERBAY LTD
T/A DOREE BONNER INT.
INTERNATIONAL HOUSE
19 KENNET ROAD
DARTFORD
KENT DA1 4QN**

PLEASE USE BLOCK CAPITALS

APPLICANT DETAILS

Post Applied for:

Full Name:

Home Address:

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Home Telephone Number: Mobile:

Do you currently: Own your own home Rent Live with parents

National Insurance Number:

Sex: Male Female

Date of Birth: Height: Weight:

Do you have a driving license: Yes No Private Commercial

If Commercial, give class of vehicle:

Is your driving license "clean"?: Yes No

If No, please give details:

If you do not currently drive, are you learning? Yes No

Do you have any criminal convictions that have occurred during the past 5 years?

Yes No If Yes, give details:

(Note: You do not have to disclose any offence which is spent under the Rehabilitation of Offenders Act 1974) Failure to disclose an offence which is not spent could affect your future employment with the company and may lead to dismissal.

Have you at any time been convicted of a crime that has resulted in a prison sentence?

Yes No If Yes, give details:

(Note: You do not have to disclose any offence which is spent under the Rehabilitation of Offenders Act 1974) Failure to disclose an offence which is not spent could affect your future employment with the company and may lead to dismissal.

Are you legally eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996?

Yes No

Can you provide a specified document such as a passport, P60 or UK birth certificate to confirm your answer?

Yes No

If you are not a UK or EU National, please give your work permit number:

Are you generally in good health? Yes No

If No, give details:

Are you receiving any medical treatment? Yes No

If Yes, give details:

Have you in the past 5 years had a period of illness resulting in a long term (more than 4 weeks) absence from work? Yes No

If Yes, give details:

Are you registered disabled or do you otherwise suffer from any disability? Yes No

If Yes, give details:

Do you require special arrangements as to access to premises, special seating or other equipment or of any other nature because of your disability? Yes No

Are you able to wear safety footwear? Yes No

If No, please state the reason why.

Marital Status: Single/Married/Seperated/Divorced (delete as appropriate)

Do you have children? Yes No

If Yes, please give their ages:

Do you have outside commitments that could limit your working hours, such as being a JP, a councillor in local government or a member of the TA? Yes No

If Yes, give details:

ETHNIC ORIGIN (Voluntary Information)

We are an equal opportunities employer. We aim to recruit staff on their suitability for the position advertised, without consideration of age, sex, marital status, disability or ethnic origin. To help us monitor this policy it will help us if you could fill in this section. Thank You

White Black African Black Caribbean Black (other)
Chinese Other Asian Other

AVAILABILITY FOR WORK

If currently employed, how much notice will you have to give your current employer?

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Do you have any existing holiday commitments? Yes No

If Yes, give details of dates:

EDUCATION, SKILLS AND QUALIFICATIONS

Please list schools, colleges, universities attended (from age 14)

Name of establishment	Dates attended	Qualifications

EMPLOYMENT HISTORY

Your current or last employer:

Name of company:

Address:

Telephone number:

Job Title: Main duties & responsibilities:

Rate of pay:

Reason for leaving or wanting to leave:

Dates Employed: From: To:

Previous employer (1) :

Name of company:

Address:

Telephone number:

Job Title: Main duties & responsibilities:

Rate of pay:

Reason for leaving or wanting to leave:

Dates Employed: From: To:

EMPLOYMENT HISTORY

Previous employer (2) :

Name of company:

Address:

Telephone number:

Job Title: Main duties & responsibilities:

Rate of pay:

Reason for leaving or wanting to leave:

Dates employed: From: To:

Do you have any part time or evening jobs which you intend to continue:

Yes

No

If Yes, give details:

Can we approach any of the above for an employer reference? (please specify) Yes/No

REFERENCES

Please give details of two people we can contact who are willing to give you a reference and who are not related to you:

(1) Name:

Address:

Telephone number:

Occupation:

(2) Name:

Address:

Telephone number:

Occupation:

INTERESTS AND HOBBIES

Please give brief details of your main interests and hobbies:

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Please state what attracted you to the job you have applied for and why you feel you are a suitable person to do it:

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DECLARATION

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted.

Signed by applicant:

Date:

Data Protection Act - The information given to us in this form will only be used in relation to your application for employment. By signing this declaration you are giving us your express consent to retain and process this information under the Data Protection Act 1998.