



WEB3

Application for Employment
An equal opportunity employer

PLEASE PRINT THROUGHOUT - PLEASE USE BLACK INK
Post Applied For:

Personal Details
Title (Mr/Mrs/Miss/Ms/Other)..... Forename(s).....
Surname/Family Name.....
Address.....
.....Postcode.....
Tel. No..... National Insurance no.....

General Information
Do you hold a clean driving licence?.....YesNo If No, list endorsements
.....
Have you applied to or been employed by this company before?.....YesNo
If Yes, please give job titles, dates and reasons for leaving.....
.....
If the post requires it, will you:
Work overtime?.....YesNo Travel?.....YesNo

Education - Please list all qualifications obtained, GCSEs, GNVQs, A Levels, degrees etc*.
Secondary School/College/University etc From/To Qualification(s) Subject(s) Grade
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
*McLean Reid may require sight of the original certificates for qualifications etc received

Work Related Skills & Qualifications

Please give details of all relevant training courses attended, qualifications, awards, diplomas and licences etc obtained. Please specify when awarded, organising body and grades.*

.....

.....

.....

.....

.....

*McLean Reid may require sight of the original certificates for qualifications etc received

Other Skills

Please provide details of any other skills, awards, interests or accomplishments you have that you consider may be relevant to your application and the post for which you are applying (please give level of competence where appropriate)*

.....

.....

.....

.....

*McLean Reid may require sight of the original certificates for qualifications etc received

Health

Is there anything we need to know about your general state of health in order to offer you a fair selection interview and so that any reasonable adjustments may be considered.

.....

.....

.....

.....

Present (Last) Employment

Employer (and location).....

Nature of Business..... Full / Part Time.....

Job Title..... Permanent/Temporary.....

Summarise the nature of your work and job responsibilities/achievements (if relevant)

.....

.....

Date joined Company..... Date left or notice period.....

Reason for leaving..... Salary/Wage on leaving £.....

Previous Employment

Employer (and location).....

Nature of Business..... Full / Part Time.....

Job Title..... Permanent/Temporary.....

Summarise the nature of your work and job responsibilities/achievements (if relevant)

.....
.....

Date joined Company..... Date left or notice period.....

Reason for leaving..... Salary/Wage on leaving £.....

Employer (and location).....

Nature of Business..... Full / Part Time.....

Job Title..... Permanent/Temporary.....

Summarise the nature of your work and job responsibilities/achievements (if relevant)

.....
.....

Date joined Company..... Date left or notice period.....

Reason for leaving..... Salary/Wage on leaving £.....

Employer (and location).....

Nature of Business..... Full / Part Time.....

Job Title..... Permanent/Temporary.....

Summarise the nature of your work and job responsibilities/achievements (if relevant)

.....
.....

Date joined Company..... Date left or notice period.....

Reason for leaving..... Salary/Wage on leaving £.....

Practical Experience and Other Information

Please provide any further information and/or details of any relevant knowledge, experience or personal qualities in support of your application. This information, where relevant to the post, will be used in assessing your application. Additional sheets or other supporting documents may be attached.

.....
.....
.....

Other Information

Are you currently eligible for employment in the UK?.....YesNo

You will need to provide relevant documentation to demonstrate this e.g. British passport, P45 etc showing you are authorised to work and reside in the UK.

If not currently eligible, please explain.....

Please state how many days off work you had (excluding holidays) during the last 12 months.....

How/where did you learn of this vacancy?.....

References

Please give details below of two persons who are willing to give you a reference (one of which should be your present or last employer, if applicable)

.....
.....
.....
.....

References will be obtained and their authenticity checked if you are offered the appointment.

The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful McLean Reid may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business purposes. Where this happens, processing, whether by means of a computer or otherwise, will take place in accordance with the terms of the Data Protection Act. By signing this form you will be providing McLean Reid with your consent to these uses.

Declaration

I declare that to the best of my knowledge and belief, all particulars and information I have given are complete and true.
I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and/or render me liable to dismissal.
I understand that any job offer is subject to satisfactory references and a probationary period and (if McLean Reid believes it appropriate) a satisfactory medical report.

Signed..... Date.....

Note: McLean Reid reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for us to undertake such checks and confirming that you will co-operate with any such investigations.