

Job Application Form



Post applying for

Job title _____

Personal details (please print clearly)

Title	Surname	
Forenames		Tel. (home)
Address		Tel. (mobile)
		Email Address
Postcode		Date of Birth

Relevant qualifications or professional membership

Examination level (eg GCSE/ 'A' Level / Degree/ NVQ)	Subject(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Driving

Do you hold a current full driving licence? Yes No

Do you hold a HGV driving licence? Yes No

Do you have any current driving convictions? Yes No

If yes please state convictions _____

Employment Details

Please give details of all your previous work experience, putting the most recent first. Continue on a separate sheet if necessary.

Employer's name and address	Dates employed from/to month/year	Job held and brief outline of duties	Reason(s) for leaving
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Training / Professional Qualifications

Course title or area of training relevant to this post

Date

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Health and general attendance

Do you any serious medical conditions?

Yes

No

Please give details of the number of days and occasions you have been absent from work in the past two years as a result of ill health.

References

Please give the names and addresses of two referees (not friends or relatives) including telephone numbers. You should ensure that personal references are not used. Where you have been unemployed or not working for a period of time it is helpful if references can be given from voluntary work/school groups or committees.

Referee

This should be a previous employer

Name
Referee's job title
Address
Postcode
Telephone
Contact before interview? Yes No

Referee

Name
Referee's job title
Address
Postcode
Telephone
Contact before interview? Yes No

May we contact your Present Employer?

Yes

No

Do you have any criminal convictions?

Yes

No

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Declaration

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the Application Form will be destroyed after six months.

I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I agree that Redwood has the right to validate any of the information provided.

I understand that any false statements could result in my dismissal if appointed.

Signature _____

Date _____

Please return this form to:

Redwood Environmental Services Ltd.
Unit 5, Plot 120,
Village Farm Ind. Est.
Pyle,
Bridgend.
CF33 6BL