



**SOLUTIONS IN  
TECHNOLOGY**

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# APPLICATION FOR EMPLOYMENT

Please complete in BLOCK CAPITALS

Please address your reply to .....

Position applied for .....

## Section A - Personal Particulars

Full Name: .....

Address.....

.....

Home Tel. No..... Work Tel. No .....

Email Address.....

Mobile. No .....

**Section B1: Education & Qualifications**

Please give details of Names & Dates of schools attended since the age of 11

Name & Address of School	Type of School	Qualifications Gained & Grades

**Section B2: Further & Higher Education**

Please give details of all further & higher education since leaving school. Include training courses & relevant qualifications.

University/College/Institute	Subject(s) Studied	Qualifications

Professional Associations: Please state whether you are a member of any technical or professional association, and if so, which.

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**Section C: Employment History**

Please list in reverse order all the organisations for which you have worked in the last 20 years:

Employer Name & Address	Position Held	Salary (starting/leaving)	Reason for leaving



**Section C (continued)**

Employer Name & Address	Position Held	Salary (starting/leaving)	Reason for leaving

**Section D: Health**

Are you in good health? If no please give further information

Yes  No

Are you registered disabled? If yes please give Registration Number

Yes  No

Have you ever suffered from any serious illness or major operation. If yes please give details.....

Yes  No

**Section E: Supplementary Information**

Do you own a current Full Driving Licence

Yes  No

Does your licence carry any current endorsements. If yes please give details.

Yes  No

Have you ever been convicted of a criminal offence. If yes please give details (which is not a spent conviction under the Rehabilitation of Offenders legislation)

Yes  No

Do you have any commitments which may limit your working hours? (i.e. local government, military reserve etc)

Yes  No

Are you willing to work overtime & weekends when required?

Yes  No

Salary range expected.....

Where did you hear of this vacancy? .....

**Section F: General Information**

Please give any details of any skills, experience or achievements which you feel maybe relevant in your application for employment. This includes any hobbies, interests and activities you take part in. Continue on a separate plain sheet of A4 if needed.

Have you ever worked for this organisation before? If yes please give details & any reason for leaving.

Yes  No

