

1ST CALL BUSINESS SERVICES LIMITED

Recruitment and employment agency

Tel: 0161 2238088. Fax: 0161 3410468

Web Site: www.1stcallbusinessservices.co.uk

Email: enquiries@1stcallbusinessservices.co.uk

Employment Application Form

Please ensure that you complete all session/s of this form applicable to you

Position Applied For: Full Time P/T

Your Personal Details:

Title: Mr. Mrs. Miss. Ms. Marital Status _____ Tel _____

Surname: _____ First Name: _____

Other Name: _____ Date of birth: _____ Place of birth: _____

Nationality: _____ NI Number:

Address: _____

Post Code: _____ Lived here since

If less than five years, please provide your previous address below: (you must use a separate sheet if you have lived in more than one address)

Post Code _____

If you have come to live in the UK even if you are a member of the EU, are you restricted from working in the United kingdom

Yes No

If No, please fill in your permit number Expiring Date

Do you drive If yes, please fill in your licence number

Do you have a share code: Yes No If yes, please Enter Code:

About Your Experience

Please provide details of your previous employer/s starting with your most recent employment

Employer's name: _____ Telephone No: _____

Address: _____

Post Code: _____

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Contact name: _____ Position: _____

Job Description

Please give details of skills you have which you consider will be relevant to role of this employment

If you have previously worked in a team, a group of people, please provide example of how you contributed to a successful team work

Please provide details of when you were unhappy working with the team and how you resolve a circumstance which affected your working behaviour.

Give an example of when you had to complete task within deadline

Previous Employment Continued

Employer's Details Including Address	Date of Employment	Job Role and Responsibilities	Last Pay	Reason For leaving
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Do you have any illness, which you believe would affect the way you work

If yes, please give details
(If possible use a separate
Sheet)

About Your Qualification

Please give details of the last school you attended

Name: _____ Address _____

School Name And address	Dates From _____ - To	Subjec t Read	Grades	Examination

Please briefly explain why you are the best applicant for this job

Do you have a criminal conviction?

If yes, you will be asked to provide detail, including dates of conviction, and case reference number before a job offer

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References:

Please provide two references, of which one must be your previous employer and the other must be a person with key responsibility.

Work Reference:

Name _____ Position _____

Address:

Contact Numbers, Tel _____ Mobile _____

Character Reference:

Name _____ Position _____

Address:

Contact Numbers, Tel _____ Mobile _____

Declaration:

I hereby confirm that all information given above is true to the best of my knowledge, and that 1st Call Business Services Limited may verify this information and seek references from the names provided on my behalf.

In the event of any misleading information, I understand that my employment may be terminated without notice or other disciplinary measure may be taken against me

Applicant signature _____ Date _____

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