



22 Victoria Avenue, Harrogate, North Yorkshire HG1 5PR
 Tel: 01423 546326 or Fax 01423 566245

APPLICATION FOR EMPLOYMENT

If you are appointed by Homes Together Ltd this form will form part of your contract. As such ALL QUESTIONS MUST BE ANSWERED FAILURE TO COMPLY WILL RESULT IN THE FORM BEING RETURNED TO YOU. If there is insufficient space for any reply, please use a separate sheet. Likewise, if you feel any answer you have given may be detrimental to your application and requires further explanation.

Position applied for			
Title Surname First Names	Mr / Mrs / Miss / Ms * please delete as applicable		
Full Address			
Post Code			
National Insurance Number		Telephone No.	
		Mobile No.	
Do you need a permit to work in the UK? Important If yes, you are required to provide - right to work in the UK documentation.		YES / NO	

Educational Qualification:	Dates Achieved
Professional Qualifications:	Dates Achieved
Training Completed :	Dates Completed
Do you hold a full driving licence?	YES / NO
Do you have any penalty points, if so for what reason?	

Do you own a car?	YES / NO
Has your licence ever been revoked, if so why?	YES ? NO
Have you ever been convicted of an offence? (This includes any spent convictions which might otherwise be considered 'spent' We are exempt from Section 4 of the Rehabilitation of Offenders Act 1974) This does not include minor motoring offences.	YES / NO

Name and address of Present Employer:					
Present Salary/ Wage		Employed from / to		Job Title	
Current Duties:					

A full employment history must be given. Dates should be consecutive and any gaps explained. Please use a separate sheet if insufficient space here.

	Employers name & address	Job Title	Dates from / to
1.			
2.			
3.			
4.			
5.			
6.			

REFEREES: One MUST be your present or most recent employer, the second can be a previous employer or a professional person who knows you well.

Name:
Address:
Post Code
Occupation:
Telephone Number:

Name:
Address:
Post Code:
Occupation:
Telephone Number:

If offered a position will you continue to work in any other capacity? YES / NO
If 'yes' give details:

STATEMENT OF SKILLS, ABILITIES AND ACHIEVEMENTS
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Please comment on how you feel you match up to the requirements specified in the Job Description and Person Specification, giving specific examples of any skills, abilities and achievements where relevant.

(Please feel free to give examples not only from work but also from family / home responsibilities, leisure or voluntary activities, education or training if these are appropriate).

I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld or provided false information, disciplinary action may be taken against me, which may include dismissal.

Signed:

Date:

Please Print Name: