



Est 1908

F.A Secrett Ltd., Hurst Farm, Chapel Lane, Milford, Surrey. GU8 5HU  
Telephone: 01483 520500

## EMPLOYMENT APPLICATION FORM

POST APPLIED FOR: .....

DEPARTMENT: .....

\* please use block capitals when completing this form \*

### GENERAL INFORMATION

Mr/Mrs/Miss/Ms (surname) .....

Forenames: .....

Address: .....

Postcode .....

Telephone: Home ..... Work .....

(Please indicate whether we may contact you at work to arrange an interview)

Date of Birth: ...../...../.....

Marital Status: .....

Nationality:\* .....

Have you a clean current driving licence? .....

State of health (please notify us of any disability, illness or back problems)\*: .....

Do you have any outside commitments which may influence your working hours? (eg children under 16)

Do you have any criminal convictions? YES/NO (please give details)

When are you available for interview? .....

How much notice does your present employer require? .....

### EDUCATION

Name of school or college	DATES		Qualifications gained/being taken (show clearly if not completed)
	from	to	

## QUALIFICATIONS

List any other relevant qualifications you have, including foreign languages, with dates.

## PREVIOUS EMPLOYMENT

Starting with your most recent employment, give details of your employer, job title, responsibilities and reason for leaving

dates	details	wage/salary

Please state below your reasons for applying for this job  
(continue on a second sheet if necessary)

### HOBBIES AND INTERESTS

Give details of hobbies, interests and pastimes, and any responsibilities or offices held

### REFEREES

Give the names, addresses and day time telephone numbers of two referees preferably including your present employer or course tutor. May we contact them now?

\*(The Company has an equal opportunities policy to ensure that no job applicant receives less favourable treatment on the grounds of sex, race, colour, ethnic origin, religion, disability or marital status.)

I hereby declare that the statements contained in this form are, to the best of my knowledge, true and complete in every respect, and that no material facts have been withheld, misrepresented or suppressed.

Usual signature ..... Date ...../...../.....

Return this form to the address at the top of this application form

**FOR OFFICE USE ONLY**

Date Interviewed	Interviewer(s)
<i>COMMENTS</i>	
Date of second interview	
<i>COMMENTS</i>	
Employed? YES/NO	