



APPLICATION FOR EMPLOYMENT

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals. Please ensure you complete every section as failure to do so may result in your application being invalid.

Personal Information

POST APPLIED FOR:	
Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Address:	
Date of Birth:	
Daytime telephone number:	
Are you free to take up employment in the UK?	YES / NO

Education

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained



Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

Dates	Name of Employer	Brief description of duties	Salary	Reason for leaving

Other Information

Do you have any other relevant qualifications or skills (e.g. knowledge of a foreign language, a full driving licence, computer literacy, etc.)?

Please explain any periods when you were not either working or in full-time education.

Have you made a previous application to the Company? If so, when was this and what was the outcome?

Please give details of your main extra-curricular activities and interests.

Do you have any disabilities that we need to take into account? What adjustments would we need to make to accommodate your disability?

Do you have any County Court Judgements? If 'Yes' please give details.

Do you have any Criminal Convictions? If 'Yes' please give details.

Please use this space to say why you are interested in the post for which you have applied and anything else which supports your application (use a separate sheet also if necessary).

If you are successful, when could you take up your post?



Referees

Please give details of two referees, one of whom must be your most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee	Second referee

Declaration

I declare that the information I have given on this form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed:

Date:

Once you have completed this application form please return it to:

**The HR Department
Jacobs Certificated Bailiffs
4 Europa Boulevard
Birkenhead
Wirral
CH41 4PE**

hr@jacobsbailiffs.co.uk