



CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Please read carefully before you proceed:

1. Certain sections of this application form may not be applicable to you or the position for which you are applying. Where this is the case, please write N/A clearly in the relevant section.
2. We may already have certain information about you, such as education and past employment details, if you have already provided us with your C.V. To avoid unnecessary duplication of information, please refer us to your C.V. where appropriate, in any relevant section of this application form.
3. Please mark clearly and attach any additional sheets of paper you may use in support of your application.
4. Please complete in your own handwriting, using either a black or blue pen or biro.
5. If you have any queries or need help in filling out this application form, please contact the Human Resources Director, Helen Smith, who will be happy to assist you.

1. Position applied for: _____

Available to take up employment (date): _____ Wage/salary required £_____ pw/m

How did you hear of this vacancy? _____

2. Prepared to work:

Full-time Part-time

If you have indicated part time then please provide further details below

3. PERSONAL DETAILS

Title: Mr / Mrs / Miss / Ms / Dr / Other _____

Surname: _____ Forenames: _____

Address: _____

_____ Post code: _____

Telephone: Private: _____ Business: _____ Mobile _____

e-mail: _____

4. Do you own a car? YES / NO

Do you have a current driving licence?

Provisional Full HGV No

Do you have any current endorsements? (give details)

5. HEALTH

Are you in good health? YES/NO

Please give details of any health/disability problem(s) which may be relevant to the position for which you are applying - continue on a separate sheet if necessary.

6. FOREIGN LANGUAGE

Do you speak or read a foreign language? YES / NO

Please give details:

7. EDUCATION			
(Schools attended from age 11)	Dates		Examinations (subjects/results)
	From	To	

8. FURTHER EDUCATION				
Place of education	Dates		Type of training	Qualifications
	From	To		

9. PREVIOUS EMPLOYMENT

Please include details of your most recent employment here, and use the spaces below to give details of other employments, starting with the most recent. Please continue on a separate sheet if necessary.

Current / previous employer: _____

Type of business: _____

Address: _____

Starting date: _____ Leaving date: _____

Starting pay £ _____ Current / finishing pay £ _____

Job title at start of employment: _____

Current/Last job title: _____

Notice required _____

Achievements / Duties / Responsibilities: _____

Reason for leaving: _____

Previous employer: _____

Type of business: _____

Address: _____

Starting date: _____ Leaving date: _____

Starting pay £ _____ Finishing pay £ _____

Job title at start of employment: _____

Last job title: _____

Achievements / Duties / Responsibilities: _____

Reason for leaving: _____

Previous employer: _____
Type of business: _____
Address: _____

Starting date: _____ Leaving date: _____
Starting pay £ _____ Finishing pay £ _____
Job title at start of employment: _____
Last job title: _____
Achievements / Duties / Responsibilities: _____

Reason for leaving: _____

Previous employer: _____
Type of business: _____
Address: _____

Starting date: _____ Leaving date: _____
Starting pay £ _____ Finishing pay £ _____
Job title at start of employment: _____
Last job title: _____
Achievements / Duties / Responsibilities: _____

Reason for leaving: _____

Previous employer: _____

Type of business: _____

Address: _____

Starting date: _____ Leaving date: _____

Starting pay £ _____ Finishing pay £ _____

Job title at start of employment: _____

Last job title: _____

Achievements / Duties / Responsibilities: _____

Reason for leaving: _____

Previous employer: _____

Type of business: _____

Address: _____

Starting date: _____ Leaving date: _____

Starting pay £ _____ Finishing pay £ _____

Job title at start of employment: _____

Last job title: _____

Achievements / Duties / Responsibilities: _____

Reason for leaving: _____

10. Please indicate here any other information that may assist your application including why you believe yourself to be suitable for this job:

OTHER INFORMATION

11. Interests / hobbies: (Give details of pastimes, sports, etc)

Offices held in social / sports clubs, etc

12. Do you have any armed service/public duties commitment YES/NO
(eg are you a JP/Councillor/member of the Territorial Army?)

If yes, please give details:

13. Do you have any convictions, other than a spent conviction? YES/NO

14. Do you have membership of any professional organisations? YES/NO

If yes, please give details:

15. Are you currently eligible for employment in the UK? YES/NO

(Please state below what documentation you can provide in order to demonstrate this. For example British/EU Passport / Birth Certificate / European Economic Area Identity Card / travel documents showing an authorisation to reside and work in the UK / P45, etc).

16. Have you made an application to the Company before? YES/NO

If yes, please give details:

17. Are you subject to any contractual clauses which may prevent you from accepting employment with us? YES/NO

18. If offered this position will you continue to work in any other capacity? YES/NO

If yes, please give details:

19. Community / Volunteer Experience

Dates (from / to)	Name and address of organisation	Position / title	Duties

20. All appointments are subject to the receipts of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. These should preferably be:

1. Immediate Partner/Senior Manager in current/last job,
2. A similar person from previous job, or
3. Tutor/professor from most recent educational establishment.

Please state whether we may approach these referees at any time or only after an offer of employment has been made.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Occupation: _____	Occupation: _____
Telephone No: _____	Telephone No: _____

21. If you wish to do so, please give details of next of kin or person who can be contacted in an emergency.

Name: _____

Address: _____

Relationship: _____

Telephone no:(home) _____ (business) _____

22. Are you happy for Leap to keep your details on file in case of any future vacancies? YES/NO

23. Recruitment policy

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any on the grounds of their age, sex, sexual orientation, disability, marital status, creed, colour, race, religion or philosophical beliefs or ethnic origins.

I authorise the company to obtain references to support this application once an offer has been made and accepted.

Declaration: I confirm that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.

Signature: _____ Date: _____

EQUAL OPPORTUNITIES POLICY

Leap Environmental is committed to providing equality of opportunity in employment and in order to help us ensure our policy is being carried out it would help if you could complete the following details. Any information you provide will be used for no other purpose than as stated above and will be treated as confidential. You are not obliged to provide this information.

Ethnic Origin

- Asian
 - African
 - Afro-Caribbean
 - Black other (specify)
 - European
-

Country of birth: _____

Date of birth: _____

Sex (male/female): _____

Marital Status:

- Single
 - Married
 - Separated
 - Widowed
 - Divorced
-

Are you disabled? Yes No

If yes, please give brief details of your disability:

Position applied for:
