



JOB APPLICATION FORM

Choose how to submit your application: -

- Enter the details on your pc/device and email as an attachment to david.scott@sturtons.co.uk.
- Print this form, fill it in by hand and bring it in to our Winton branch marked FAO David Scott
- Or post it to: David Scott, Sturtons & Tappers, 426-434, Wimborne Rd, Bournemouth, BH9 2EZ.

All information given will be treated with the strictest confidence.

POSITION APPLIED FOR:

LOCATION:

1. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Postal Address:	E-mail Address:
Postcode:	

2. QUALIFICATIONS

Level (e.g. Degree/GCSE)	Subject/ name of course	Grade attained

3. MEMBERSHIP OF PROFESSIONAL BODIES

Name of professional body	Grade Of Membership (Where appropriate)

4. EMPLOYMENT HISTORY (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	Dates of employment: From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

5. TRAINING

Details of training courses attended and awards achieved, if appropriate:

6. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained.

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7. REFEREES

Please list the details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

Name:	Name:
Address:	Address:
E-mail:	E-mail:
Telephone No.:	Telephone No.:
Relationship to you:	Relationship to you:

8. HEALTH & SPECIAL REQUIREMENTS

Please list any diseases, disorders, allergies, muscular or muscular skeletal injuries from which you have suffered or do suffer.

Are you receiving any medical treatment of any kind at the moment?

Please list all absences from work in the past 12 months, and the reason for them.

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.

9. OTHER INFORMATION

Please state what days and hours you would be available to work:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours Per Week:	
Morning									
Afternoon									

Do you hold a valid Driving License?

Have you any Endorsements?

How did you hear of the Vacancy?

Newspaper Advert	Friend / Relative	Employment Service	In Store	Other

Have you previously worked for us or ever applied for a position before? If so please state:

Please note any criminal convictions except those "spent". If none, please state:

10. HOLIDAY PLANS

Have you any advanced holiday arrangements? If "yes" please provide details:

10. VERIFICATION AND DECLARATION

I confirm that the information given is to the best of my knowledge true and complete and that I have not withheld or given any incorrect information, which may lead to automatic rejection of my application or subsequent termination of my employment if already commenced.

Any offer may be withdrawn if references prove unsatisfactory.

I confirm that I give my agreement for Sturtions & Tappers to hold and use my personal information, for recruitment and selection purposes within the company. This information will not be given to any other company or persons. This information will be held for a maximum of six months.

If you are emailing this application to us enter your email address in the signature field.

Signature:

Date: