



APPLICATION FOR EMPLOYMENT

Please write clearly in black ink

Title of position applied for:

1. PERSONAL DETAILS (BLOCK CAPITAL PLEASE)

Surname: (Mr/Mrs/Ms/Miss)	Forenames:
Address:	Age:
	Date of Birth:
	Tel No. (Home)
	E Mail Address:
	Tel No. (Business)
	National Ins No:

2. EDUCATION & PROFESSIONAL QUALIFICATIONS (PROOF OF QUALIFICATION MAY BE REQUIRED AT INTERVIEW)

Secondary Schools; Colleges; University	Dates		Examinations taken	Date	Grade
	From	To			
Professional Qualifications currently held, how obtained, grade and Date					
Other relevant Educational or Training Courses, with dates.					

3. PRESENT OR LAST POST

Title of Post:	Salary/Grade:
Name and Address of Employer:	Business of Employer:
	Date Commenced:
	Date Ended:
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable)	
Reason for leaving or wishing to leave:	
Period of notice required to terminate present employment:	

4. PREVIOUS EMPLOYMENT

Name & Address of Employers	Position held:	Dates		Reason for leaving and final salary/Grade
		From	To	

5. RELEVANT EXPERIENCE

Please say why you are applying for this post, outline aspects of your experience and give details of any particular achievements or distinctions that you consider relevant to this application. Please use a continuation sheet if necessary.

6. OTHER INFORMATION

What activities outside of work interest you?

Do you hold a current driving licence:
YES/NO

Do you own a car? YES/NO

HEALTH

Please state the number of days sickness absence in the last year.

DISABILITY DISCRIMINATION ACT 1995

Do you have any disability, which may hinder you if successful? YES/NO

If yes please provide details:

REHABILITATION OF OFFENDERS ACT 1974

Do you have a criminal record? YES/NO

If yes please provide details.

7. REFERENCES

Please provide names and addresses of two referees one of whom should be a current or recent employer:

Tel no:

Tel no:

Please indicate if we may contact them prior to interview; YES/NO

8. DECLARATION

I declare that the information given is true and correct.

Signed..... Date.....

Print.....

Thank you for completing this application Please return it to:
HS Environmental Services
Unit 13 Ashton Gate,
Ashton Road,
Harold Hill, Romford
Essex, RM3 8UF

Data Protection Act 1998

The use of information provided on this form will comply with the requirements of the above act. It may be processed by computer and is required for operational, managerial information and associated purposes relevant to the maintenance of the department systems. Such Data may also be used to produce depersonalised statistics.