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**Human Resources**  
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**GUIDELINES FOR COMPLETION:** Please answer all questions. \*Delete as appropriate. †Religion and Ethnic origin are required for monitoring purposes only.

**RGE Services are an Equal Opportunities employer. We Welcome Applicants from ethnic Minority Groups as they are currently under – represented in our workforce. All applicants will be treated equally on merit. Section 38(1)(b) of the Race Relations Act 1976 applies.**

**APPLICATION FOR EMPLOYMENT**  
Please complete this page in **BLOCK CAPITALS**  
**CONFIDENTIAL**

**POSITION APPLIED FOR:** \_\_\_\_\_

\_\_\_\_\_ Date available from: \_\_\_\_\_

Salary expected: \_\_\_\_\_

**PERSONAL DETAILS**

Mr/Mrs/Miss/Ms: \_\_\_\_\_ First Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Maiden name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ †Religion: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

Country of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ †Ethnic Origin: \_\_\_\_\_

Do you hold a clean current Driving Licence? \*YES/NO - If NO, give details : \_\_\_\_\_

Do you need a work permit? \*YES/NO, If YES, please state permit number: \_\_\_\_\_

Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 197

**\*YES/NO Please give details:**

Are you in good health? \*YES/NO

How many days absence have you had in the past 12 months?  
Details of any health problems giving dates and relevant information:

To the best of your knowledge are you fit to perform the tasks involved in the position applied for? \*YES/NO

**EMERGENCY CONTACT**

Name and Address: .....

Relationship to you: .....

.....

Home Tel. No: .....

.....

Work Tel No: .....

**EMPLOYMENT DETAILS**

Please list employment, the most recent first. Include full addresses and use the space to give previous employment details and any periods of unemployment. The Company reserves the right to approach all former employers, education institutions and other referees. The Company will not approach a current employer without your consent. The Company maintains the right to terminate your employment should references prove to be unsatisfactory to the Company.

Current Employer:

Type of Business:

Full Address:

Reporting to (Name/Job Title):

Telephone Number:

Start Date:

Leaving Date:

Starting Salary:

Current Salary:

Job Title:

Reason for Leaving:

Duties/Responsibilities:

Notice Period:

Previous Employer:

Type of Business:

Full Address:

Reporting to (Name/Job Title):

Telephone Number:

Start Date:

Leaving Date:

Starting Salary:

Leaving Salary:

Job Title:

Reason for Leaving:

Duties/Responsibilities:

Previous Employer:

Type of Business:

Full Address:

Reporting to (Name/Job Title):

Telephone Number:

Start Date:

Leaving Date:

Starting Salary:

Leaving Salary:

Job Title:

Reason for Leaving:

Duties/Responsibilities:

Previous Employer:	Type of Business:
Full Address:	Reporting to (Name/Job Title):
Telephone Number:	Start Date:                      Leaving Date:
Starting Salary:	Leaving Salary:
Job Title:	Reason for Leaving:
Duties/Responsibilities:	

## EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please give details of secondary school and further education, including training courses.

Full Name and Address of School/College/University	From: Month Year	To: Month Year	Courses taken/Exams passed (with grades)
	:	:	
	:	:	
	:	:	

**INTERESTS** Please give details:

**SPECIAL SKILLS** (and other information to support your application).

First Aid Qualification:

Typing (Speed) /Word Processing/or other administrative skills:

Other relevant skills or experience:

**Any commitments which might limit working hours?**

**How would you travel to work?  
How long would your journey take?**

**Why do you wish to apply for this post?**

**PERSONAL REFERENCES**

(to be given where full continuous employment details for the last two years are not available).

Name and address of two character referees, who have known you for the past two years and whom you have seen in the last six months, neither should be a relative.

Name:

Name:

Relationship to you:

Relationship to you:

Occupation:

Occupation:

Address:

Address:

Tel.No:

Tel.No:

I affirm that the information given in this application is correct to the best of my knowledge and I understand that any deliberate mis-statement or non-disclosure of information may result in the termination of my employment. I understand that any offer of employment is subject to receipt of references satisfactory to the Company and a valid Work Permit (where applicable).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_