

# APPLICATION FORM

for Employment at G Filer Engineering

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## PERSONAL DATA

FIRST NAME	SURNAME	MR / MRS / MS
DATE OF BIRTH	ADDRESS	
TELEPHONE NO		
NATIONAL INSURANCE NUMBER	TAX REFERENCE NUMBER	

## PRESENT APPOINTMENT

POST HELD	DATE APPOINTED	
COMPANY NAME AND ADDRESS	PRESENT SALARY	NOTICE PERIOD
	REASONS FOR A CAREER CHANGE	
PLEASE PROVIDE A BRIEF SUMMARY OF THE RANGE OF DUTIES PERFORMED UNDER YOUR CURRENT CONTRACT		

## DETAILS OF EDUCATION AND TRAINING

Please provide copies of any qualifications or results

DATES	SCHOOL, COLLAGE, UNIVERSITY	COURSE, QUALIFICATIONS AND RESULTS

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## MAJOR IN-SERVICE TRAINING IN THE LAST 5 YEARS

DETAILS	PROVIDING BODY	DATES
MEMBERSHIP OF PROFESSIONAL INSTITUTIONS		

## PREVIOUS EMPLOYMENT

FROM	TO	POSITION HELD	EMPLOYER	REASON FOR LEAVING

## PERSONAL DETAILS

DETAILS OF ANY PERIOD OF SICKNESS RENDERING YOU UNFIT FOR WORK OVER THE LAST TWO YEARS		
NUMBER OF DAYS UNFIT FOR WORK	PRESENT STATE OF HEALTH	
HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENCE? IF YES PLEASE GIVE DETAILS ON A SEPARATE SHEET	YES	NO
DO YOU HOLD A CURRENT FULL DRIVING LICENCE	YES	NO
DO YOU OWN A CAR	YES	NO
As members of the Trading Standards "Buy With Confidence Scheme" you will be subject to a "Basic Disclosure" application for criminal convictions. Do you object to the investigation of your criminal conviction history?	YES	NO

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### LEISURE TIME AND ACTIVITIES

### ADDITIONAL INFORMATION

Please provide any additional information that you feel may be relevant to your suitability of the position.

### REFERENCES

Please provide names and addresses of two people who can make qualified reference to your suitability for the position applied for.

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### GENERAL WORKING PHILOSOPHY

As a small family business we require all staff, including management to "muck in" as and when needed to complete or progress our contracts and customer expectations. This includes helping out other trades, loading and unloading deliveries and tidying up the work place as required.

### DECLARATION

I confirm that the above information is correct and understand that misleading statements or deliberate omissions may be sufficient grounds for cancelling any arrangements or appointments made or offered.

**SIGNATURE**

**DATE**

Please return this application by post or in an email to [grahamfiler@hotmail.com](mailto:grahamfiler@hotmail.com). See our contact details below.