

# APPLICATION FOR EMPLOYMENT

AS.....

## CONFIDENTIAL

When complete please return to:

**COARS LTD**  
**Green Lane West**  
**Garstang**  
**PRESTON, PR3 1NU**  
**Tel: 01995 603555 Fax: 01995 603666**

**A** Mr  
Mrs Surname.....  
Ms  
Miss Forename.....  
  
Address .....  
.....  
Postcode..... Date of Birth.....  
Tel: No: .....  
Current Driving Licence: **YES / NO** Details of Current Endorsements: .....  
.....

## **B EDUCATION AND TRAINING**

### **(i) SCHOOLS/COLLEGES**

### **Qualifications**

.....  
.....  
.....

### **(ii) OTHER TRAINING**

.....  
.....  
.....

**C EMPLOYMENT HISTORY**

(Please commence with most recent employer)

<b>Dates From - To</b>	<b>Name &amp; Address of Employer</b>	<b>Job Title</b>	<b>Wages/Salary</b>	<b>Reason for Leaving</b>

**Current Notice Required** .....

**Salary Now Required** .....

**D REFERENCES**

Please list names and addresses of two persons from whom we may obtain both work experience and character references.  
We reserve the right to contact past employers.

--	--

**E HEALTH DETAILS:**

Do you have a mental or physical disability?

**YES**  **NO**

If YES.... please give details:

.....  
.....

What adjustments (if any) need to be made to the working environment to accommodate your disability?

.....

Please give details of all absences from work for the last 12 months.

.....  
.....

**F LEISURE – Please note any sports, hobbies, pastimes etc.**

**G CRIMINAL RECORD**

Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974.

If none please state:

.....  
.....  
.....

**H GENERAL COMMENTS**

You may wish to set out below the principal reason for your application and highlight main achievements to date and the strengths you would bring to this post:

**I DATA PROTECTION NOTIFICATION:**

**(Please read this carefully before signing this application)**

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we retained the services of a third party representative to act on your/our behalf.

**AUTHORISATION :** I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

**Signed..... Date.....**

**J** I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

**Signed..... Date.....**