

M J Hillson Group Limited

'Making Journeys Happen'



APPLICATION FOR EMPLOYMENT

FORM TO BE FILLED IN BY APPLICANT

PERSONAL DETAILS			
Title: Mr/Mrs/Miss/Ms	Job Applying for:		
Surname:			
First Names:	When could you start?		
Current Address	Date of Birth:		
	Telephone Number:		
Postcode:	Email address:		
Nationality:	NI Number:		
Is this application for Temp employment <input type="checkbox"/>			
Permanent employment <input type="checkbox"/>			
EDUCATION & TRAINING			
Secondary School(s) and Address(es)	From	To	Course/subjects/results/grades
University or College(s) with Address(es)			
Other including Professional Training /Qualifications (include any courses undertaken as part of your job)			
INTERESTS			
Activities, Sports, Hobbies, membership of organisations:			

INDIVIDUAL NEEDS

Do you have any individual needs the company should be aware of? If you do, please give details

RECORD OF EMPLOYMENT / WORK EXPERIENCE

From	To	Name & Address of Employer	Positions Held	Nature of Duties	Reason for Leaving
		Present (or last)		Basic Salary Benefits	
				Basic Salary on leaving	
				Basic Salary on leaving	

SKILLS

Give details of experience in the use of:
Personal Computers – indicate what packages you have used and your level of competence

Other office equipment experience and skills:

PERSONAL AMBITIONS

In employment terms, where would you like to be in one year's time?

In three year's time?

OTHER PERSONAL INFORMATION

Marital Status

Are you legally able to work in the UK?

Children?

Do you have a current driving licence YES/NO

If you have any driving convictions, please give details

Do you normally drive to work?

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? If you have, please give details:

REFERENCES

Please give the names and addresses of two people who are able and authorised to give an employment reference on your behalf. Please note that one of the references must be from your current employer. The company will not contact referees until it has been decided that you will be made an offer of employment and you have given your permission to proceed.

Name

Name

Title

Title

Address

Address

Telephone No.

Telephone No.

SUPPORTIVE INFORMATION

Please give any other information you think may be of interest to the company in support of your application.

We may as per our Alcohol and Drugs Policy, conduct drug and alcohol screening as part of the process for pre-employment selection. Any candidate who has a positive screen, or who refuses to provide the appropriate samples, will not be eligible for employment.

We would draw your attention to our strictly adhered to Data Protection Statement below:

Any information supplied will be held by M J Hillson Group Ltd either in manual or electronic form. This information will only be processed in connection with your job application or held by ourselves in the event of employment with M J Hillson Group Ltd and for our own accounts and records. The information will be treated in the strictest confidence. Should your application be unsuccessful or you withdraw your application at any time, we will hold all information, together with any notes made by ourselves on our files for a maximum period of two years. Should you wish your details to be deleted from our files, please contact us and confirm the withdrawal of details to us in writing.

I believe the particulars on this form to be correct and to be an accurate statement of my experience, qualifications and remuneration. I understand that any offer of employment arising from this application will be conditional on references and medical evidence satisfactory to the company.

Signature _____ Dated _____

Thank you for your interest in our company. We do appreciate the time you have invested in this application. Once completed please forward to the HR Department at;

M J Hillson Group Limited
Maulden Vale Business Park
29 Clophill Road
Maulden
Bedfordshire
MK45 2AA.