# JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on information gathered from the form.

Please ensure the finished form is printed out, signed, dated and returned by post to: Mrs McInroy. **Maid2Measure Limited.** **113 The Old Common, Bussage, Stroud. GL6 8NH**. We are unable to accept forms returned by email attachment without a signature.

Please either type directly in this form using Microsoft Word, or print out and complete in black ink and BLOCK CAPITALS.

## APPLICANTS DETAILS:

|  |  |
| --- | --- |
| Position Applied For: |  |
| Where did you see this post advertised? |  |
| Title: i.e. Mr/Mrs/Ms/Miss |  |
| First Name: |  |
| Surname: |  |
| Home Address: |  |
| Postcode |  |
| Home Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Do you hold a current driving licence? |  |
| Do you have your own transport? |  |
| Is there anything concerning your medical history or state of health that is relevant to your application? |  |
| Are there any restrictions regarding your employment? i.e do you require a work permit? |  |
| When is the earliest date you would become available to start work? |  |

## EMPLOYMENT RECORD

|  |  |
| --- | --- |
| Current (most recent) Employer / Organisation Name |  |
| Employer Address |  |
| Job Title |  | From: | To: |
| Brief description of duties |  |
| Reason for leaving/changing |  |

|  |  |
| --- | --- |
| Employer / Organisation Name |  |
| Employer Address |  |
| Job Title |  | From: | To: |
| Brief description of duties |  |
| Reason for leaving/changing |  |

|  |  |
| --- | --- |
| Employer / Organisation Name |  |
| Employer Address |  |
| Job Title |  | From: | To: |
| Brief description of duties |  |
| Reason for leaving/changing |  |

|  |  |
| --- | --- |
| Employer / Organisation Name |  |
| Employer Address |  |
| Job Title |  | From: | To: |
| Brief description of duties |  |
| Reason for leaving/changing |  |

|  |  |
| --- | --- |
| Employer / Organisation Name |  |
| Employer Address |  |
| Job Title |  | From: | To: |
| Brief description of duties |  |
| Reason for leaving/changing |  |

## EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Please start with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college/ university/training body | Subject studied | Qualification/level | Date gained |
|  |  |  |  |
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## TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the post. Please start with the most recent.

|  |  |
| --- | --- |
| Training Course | Date  |
|  |  |
|  |  |
|  |  |
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## EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. Your experience need not have been gained in paid employment and may include special interests relevant to the post.

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|  |

## REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials from friends or relatives are not acceptable.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Telephone |  |
| Email |  |

## CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes No

If Yes please give details, this should exclude any spent convictions under section 4 (2) of the Rehabilitation of Offenders Act 1974

## DECLARATION & SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.

|  |  |
| --- | --- |
| Signed: | Date: |

By signing and returning this application form you consent to Maid2Measure Limited using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for 6 months from the date on which you were informed whether you have been invited to interview, or 6 months from the date of the interview. **Thank you for completing this form**. Please print your completed form, sign, date and return it by post to **Maid2Measure Limited. 113 The Old Common, Bussage, Stroud. GL6 8NH.**