

For office use only	
Possible work Location	Possible Positions

APPLICATION FOR EMPLOYMENT

Please print clearly

For office use only	
Work Location _____	Pay _____
Position _____	Start Date _____

PERSONAL

Surname _____ Mr/Mrs/Miss	Forenames (English and Chinese) _____
Address _____ postcode _____	Telephone numbers Private _____ Business _____
	Date of birth _____
	Are you legally eligible for employment in the UK? If YES, how long?

Do you have any physical condition which could limit your ability to perform the particular job for which you are applying?

If so please describe how you would be able to perform the job in spite of it.

Do you have a current driving licence? YES/NO. Is it clean? YES/NO. If NO, give details:

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO.

EMPLOYMENT

Position applied for _____

Pay expected £ per

Would you work full time? YES/NO. Part time, state days/hours

If offered this position, will you continue to work in any other capacity?

Have you previously worked for us? YES/NO. If YES, when?

On what date would you be available for work?



EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent

Name and address of employer	From		To		Starting salary	Leaving salary	Name of supervisor
	Mo	Yr	Mo	Yr			
					£ per	£ per	
	Job title: Describe the work you did:						
	Reason for leaving:						
Telephone							
Type of business							

Name and address of employer	From		To		Starting salary	Leaving salary	Name of supervisor
	Mo	Yr	Mo	Yr			
					£ per	£ per	
	Job title: Describe the work you did:						
	Reason for leaving:						
Telephone							
Type of business							

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Telephone							
Type of business							

Name and address of employer	From		To		Starting salary	Leaving salary	Name of supervisor
	Mo	Yr	Mo	Yr			
					£ per	£ per	
	Job title: Describe the work you did:						
	Reason for leaving:						
Telephone							
Type of business							

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed _____

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s).

PERSONAL REFERENCES

Please give details of two people (not relatives or former employers) we could approach for references

Name _____	Name _____
Occupation _____	Occupation _____
Address _____	Address _____
_____	_____
Telephone _____	Telephone _____

The facts set forth in this application for employment are, to the best of my knowledge, true and complete.

Date _____ Signature _____



EDUCATION

Schools	from	to	Examinations and results
College/University	from	to	Courses and results
Further education and formal training	from	to	Courses and results
Professional membership and qualifications			
<p>Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job.</p>			