



# APPLICATION FORM

**PLEASE COMPLETE IN CAPITALS IN BLACK INK**

T&J Installations Ltd is an equal opportunities employer

Position applied for

Where did you first see the advertisement?

## 1. Personal Details

Title (Mr, Mrs, Miss, Ms, Other...):

Surname:

First names:

Former surname (if applicable):

Home address (including postcode):

  
  
  

Telephone number:

Date of birth:

Age last birthday:

NI Number:

## 2. Current Employment

Name of employer:

Address:

  
  
  

Telephone number:

Date of appointment:

Present salary:

Post held:

Please give brief details of your role.

### 3. Previous Employment

Employer (most recent first)	Post held	Roles	Full/Part time	Date from	Date to

### 4. Health Record

Please give brief details of any days absence through illness you have had during the past 12 months.		
Please give details of any medical or physical disabilities or allergies.		
Are you registered disabled? (Please circle as appropriate)	YES	NO



## 7. Referees

Please give details of referees who may be contacted without further notice.

Name		Tel.No.	
Address			

Name		Tel.No.	
Address			

Name		Tel.No.	
Address			

## 8. Driving

Do you hold a driving licence? (Please circle as appropriate)	YES	NO
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Type (Please circle as appropriate)	MOTORCYCLE	CAR	VAN	HGV	FORKLIFT
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Please give details of any driving offences and endorsements.

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## 9. Disclosure of Criminal Convictions

The nature of the post for which you have applied means that it is exempt from provisions contained in The Rehabilitations of Offenders Act 1974. You are therefore required to disclose whether or not you have ever been convicted of a criminal offence.

Disclosure of a criminal offence need not necessarily prevent us from appointing you. However, should you fail to disclose a criminal conviction prior to this appointment, this could result in your dismissal, or other disciplinary action being taken against you.

Car parking or speeding offences will be discounted.

All information will be treated in the strictest confidence.

Have you ever been convicted of a criminal offence other than the exclusion above? (Please circle as appropriate)	YES	NO
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If YES, please state details, including the type of offence, date of conviction and subsequent action.

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## 10. Declaration

I declare that to the best of my knowledge the information submitted in this application, including the Disclosure of Criminal Convictions, is correct.

Signed:

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Date:

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