



## EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR \_\_\_\_\_ DATE: \_\_\_\_\_

THE FOLLOWING INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

### PERSONAL

Please complete this form in **BLOCK CAPITALS**

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_ post code \_\_\_\_\_

Mobile No: \_\_\_\_\_ Home No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Full UK Driving Licence  yes/no

Are you involved in any activity which might limit your availability to work or your working hours e.g. Local Government?  yes/no

Are you willing to work overtime and weekends if required?  yes/no

	MON	TUE	WED	THU	FRI	SAT	SUN
please put a cross in the shifts that you ANNOT work	LUNCH	11 till 3	11 till 3	11 till 3	11 till 3	11 till 3	11 till 3
	EVENING	5 till 11	5 till 11	5 till 11	5 till 11	3 till 11	3 till 11
						5 till 1am	5 till 11

Have you any convictions (including any unspent/other than spent convictions under the Rehabilitation of Offenders Act 1974)  yes/no

Have you ever worked at TAZA before?  yes/no

have you applied for work with this company before?  yes/no

Do you need a work permit to take up employment in the UK?  yes/no

How much notice are you required to give to your current employer? \_\_\_\_\_

**EDUCATIONAL**

Schools Attended since age 11	from	to	Examinations and Results
College or University	from	to	Courses and Results
Further Formal Training	from	to	Diploma/Qualification
Job Related Training Courses Name of Organisation	date	Subject	

Please give details of membership to any technical or professional associations:


Please list any foreign languages spoken and level of competence:


**PRESENT OR LAST EMPLOYER**

Are you currently employed?  yes/no

Name of present or last employer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Job title and brief description of your duties

\_\_\_\_\_

\_\_\_\_\_

Length of service: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**EMPLOYMENT DETAILS**

Please give details of your past employment, DO NOT include your present or last employer, starting the most recent first

Name and address of employer	Dates	Position held / Main duties	Reason for leaving

**INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES**


**SUPPLEMENTARY INFORMATION**

Please tell us about any past achievements, future aspirations or personal strengths to support your application


**DISCLOSURES**

Given the nature of the job applied for, in the event that I am offered the position, I understand that any offer of employment is subject to information on my criminal records being disclosed to the company by the Criminal Records Bureau (CRB) / Disclosure Scotland.

I have been given a copy of the Company's Equal Opportunities Policy, which includes information relating to the recruitment of ex-offenders.

**DECLARATION**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998

Signature:	Date:
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**REFERENCES**

Please give the names of two people (One of which should be your present or recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? Yes/No

Name:		Name:	
Position:		Position:	
Address:		Address:	
Tel No:		Tel No:	

**How did you hear of this Vacancy?** \_\_\_\_\_