

APPLICATION FOR EMPLOYMENT



Position Applied For:	
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Please complete this form in BLOCK CAPITALS and in your own handwriting.

Personal Details:

Title:		Address:	
First Name:		Postcode:	
Surname:			
Clean Full Driving Licence?*	YES/NO (*delete as appropriate)		
Do you own a vehicle?*	YES/NO (*delete as appropriate)	Telephone No:	
Are you registered disabled?*		YES/NO (*delete as appropriate)	If yes please detail on a separate sheet & include any adjustments required.

Education & Training:

Please detail Schools/Colleges attended and qualifications achieved since the age of 11 years.

School/College:	Dates:		Examination Result/Qualification:	Grade /Results:
	From	To		

Further Education/Qualification:

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Employment History:

Current Employment:

Business Name:	Job Title:	Start Date:
	Length Of Notice Required:	Salary:
	Reason for leaving:	
	Job Description/Responsibilities:	

Previous Employment

Business Name:	Job Title:	Start Date:	Finish Date:
	Reason for leaving:	Start Salary:	Finish Salary:
	Brief Job Description/Responsibilities:		

Business Name:	Job Title:	Start Date:	Finish Date:
	Reason for leaving:	Start Salary:	Finish Salary:
	Brief Job Description/Responsibilities:		

Business Name:	Job Title:	Start Date:	Finish Date:
	Reason for leaving:	Start Salary:	Finish Salary:
	Brief Job Description/Responsibilities:		

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Additional Information:

Please provide any additional information that you feel is relevant to your application:
(Use a separate sheet and attach if more space is required)

Interests & Hobbies: (List any bodies or organisations that you are a member of)

References:

Please provide two references, one of which should be your current or last employer and a second character reference (this should not be a relative). Your current employer will not be contacted until you have been offered a position.

Name:		Name:	
Job Title:		Job Title:	
Company Name:		Company Name:	
Address:		Address:	
Post Code:		Post Code:	
Telephone No.:		Telephone No.:	
Fax No:		Fax No:	

Our employees are requested to be flexible in their approach to work. This may include working within other departments and/or working overtime as required.

Please confirm that this is acceptable:

YES/NO (delete as appropriate)

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Additional Personal Information:

Do you have any unspent Criminal convictions?	YES/NO (delete as appropriate)
Are you currently undergoing any medical treatment?	YES/NO (delete as appropriate)
If yes for either of the above, please provide details on a separate sheet	

How many days off sick did you take last year?	<input type="text"/>	Days
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I certify to the best of my knowledge that the information entered on this application form is true and correct. I understand that any misrepresentation, falsification shall be sufficient reason for dismissal or refusal of employment.

If appointed I will undertake an agreed probationary period, this will include Induction Meetings, which will outline the Company's Quality and Health & Safety policy requirements.

Applicants signature

Date:

GTAccess Limited is an equal opportunity employer. It is the aim of the company to extend equal opportunities in employment, promotion or selection for training to all qualified applicants and employees on a non-discriminatory basis and without regard to an individual's race, colour, sex, marital status, religion, belief, orientation, national origin, age or disability.

Please return completed application to:

GTAccess Limited
vacancies@gtaccess.co.uk

Please note:

If requested to attend an interview, please bring with you documents that comply with the Immigration (Restriction on Employment) Order 2004.

You should bring at least ONE item from Section One and ONE from Section Two, (if P45 not included this will still be required at a later date if offered a position). These documents will be photocopied and kept with your application. Should you be successful they will be kept on your personal file.

If employment is not offered, the photocopies will be destroyed after such requisite period as required by law.

No offer of employment will be made unless copies of these documents are provided.

Section One

UK Passport

Passport containing certificate of entitlement

Passport or national identity card, issued by a State, which is a party to the European Economic Area Agreement

Section Two

Document issued by a previous employer e.g. P45

Document issued by Inland Revenue, or Department for Work and Pensions' Jobcentre Plus containing your

National Insurance reference number

Birth Certificate

Certificate of registration or naturalisation as a British Citizen

Work permit or approval issued by Work Permits UK

The above lists are not exhaustive.