



Thank you for your interest in Harold G Walker. Before completing the application form please take the time to read the job description and consider how you fit the requirements. At least one section of your application must be completed in your own handwriting, and black ink should be used throughout. If space is inadequate, a continuation sheet may be used. Please do not include a CV unless one has been specifically requested

Position applied for

Application for appointment as

Department/location

Ref. No.

How did you hear about the vacancy?

Personal details

Preferred title (e.g. Mr. Mrs. Miss, Ms)

First name (s)

Known as (if different)

Surname

Address

Postcode

Home telephone

Work telephone
(if able to be contacted at work)

Are you a car owner?

Do you have a current clean driving licence?

Have you been convicted of a criminal offence which is not a spent conviction under the Rehabilitation of offenders Act?

Have we ever acted professionally for you or anyone you know?

Employment

Present or most recent post

Name and address of employer

Started
(month/year)

Finished
(month/year)

Current salary

Please give a brief description of your duties and responsibilities

Reason for leaving

Notice required

Previous employment history

Employer

Date from/to
(Month/year)

Post held, duties and salary

Reason for leaving

Education and qualifications

Educational establishment	Date from/to (Month/year)	Full/part time	Qualification or subjects obtained, grade and date
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Other relevant professional membership, qualifications or recent training

Additional information

Please outline your reasons for applying for the post and what you can contribute to our organisation. Your statement should explain your skills and experience and how they relate to this role

Your health

How many different periods of sickness absence have you had in the past 2 years?

How many working days is that in total?

Do you consider yourself disabled? (if yes please specify)

If yes, is there any provision you would like us to make in order to offer you a fair selection interview or to help you perform this job?

References

Referees should include your current or most recent employer. Referees will not be approached without your permission

Name

Address

Position

Name

Address

Position

I certify that the information in this application is a true representation of my qualifications and work experience and understand that false or incomplete information may lead to my dismissal if appointed

Signature

Date

Please return you completed application to: Melanie Knight, Personnel Co-ordinator, Harold G Walker, 21 Oxford Road, Bournemouth BH8 8ET

For office use only

Selected for interview 1 yes no letter sent
Selected for employment yes no letter sent

Selected for interview 2 yes no letter sent

Further comments
January 2004