

Wolf Systems Ltd. EMPLOYMENT

APPLICATION



Please return the completed form to:

Cheryl Taylor
Wolf Systems Ltd.
Shilton Industrial Estate
Shilton
Coventry
CV7 9QL

PLEASE COMPLETE USING BLACK BALL POINT PEN.

Forename(s)	
Surname	
Previous Surname(s)	
Home Address	
Postcode	
Contact Telephone Number.	
E-mail address (home)	
Home Telephone Number.	
If you are short listed, you will be asked to produce a 'specified document' (e.g. a p60, UK or Eire birth certificate, passport etc) confirming your eligibility to live and work UK in accordance with the asylum and immigration act 1996.	

Position applied for		Would you be able to produce such a document?	YES/NO
		Would you have to relocate if offered this job?	YES/NO
Employment	Delete if not applicable	Do you have a current driving licence?	YES/NO
Full-time	Part-time	For what class of vehicle?	
Permanent	Temporary		
Day work	Night work		
Your Living accommodation, e.g. owner occupied house, rented flat, living with parents		Number of penalty points (if any) endorsed on current driving licence	
		Have you ever had your licence revoked?	YES/NO

GENERAL EDUCATION

Secondary Education			Further Education		
From	To	School Name	From	To	College, university etc. Name
/	/		/	/	
/	/		/	/	
/	/		/	/	
Examinations taken with grades/qualifications obtained					

EMPLOYMENT

Job title and main duties		Employment Dates		Name and Address of current employer (or last employer if not currently employed)	
		From	To		
		/	/		
Average gross pay	£	Average No. Hours worked per week, including overtime		Reason for leaving	
Per annum / month / week					
Previous employment (employer name and your job title)	1		From	To	
	2		/	/	
	3		/	/	

HEALTH

Would you be willing to have a medical examination if required?	YES/NO
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OPTIONAL. Please see declaration on reverse

You are asked to advise us if you need any relevant adjustment for the interview or employment under the Disability Discrimination Act (1995)	Do You Smoke?	YES/NO	If YES, give details of past and present tobacco usage

GENERAL	
Future training plans (give details of any courses you intend to pursue)	
To which clubs or societies do you belong?	
Do you have any other employment (including any part-time work) which you intend to continue?	YES/NO
Do you have any commitments which may limit your working hours, e.g. judicial, military or local government?	YES/NO if YES, give details
What are your main interests, hobbies and sports?	
Have you ever been dismissed from employment?	YES/NO if YES, give details
Have you ever been convicted of a criminal offence? (NB. The Rehabilitation of Offenders Act 1974)	YES/NO
Please give any other information relevant to your application, e.g. outline any notable achievements	

AVAILABILITY	
Do you know anyone in our employment? (give names)	
If offered this job when could you start?	
Do you have any holiday commitments?	
How did you hear about this job?	
When would you be available for an interview?	

PRACTICAL SKILLS	
What Qualities do you have which most suit you to the job you are applying for?	
Summarise job skills acquired and specialist training received	

REFERENCES			
Names and addresses of two referees			
Character	Telephone. Number	May they be contacted now?	YES/NO
Work Experience	Telephone. Number	May they be contacted now?	YES/NO

Please use the area below if you require space for additional information

This application form was completed by: (tick appropriate)	
Applicant Only	
Applicant with some assistance	
Someone other than the applicant	

DECLARATION Please read carefully, then sign and date your application		
I confirm that the information I have provided is correct and understand that misleading statements may be sufficient grounds for cancelling any agreements made.	Signature of Applicant	Date
		/ /

FOR WOLF SYSTEMS LTD. USE – LEAVE BLANK	

