



Woodward & Falconer Pubs Ltd

# Employment Application

**Name:** .....

**Date:** .....

**Position applied for:** .....

# EMPLOYMENT APPLICATION

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Town: \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel: \_\_\_\_\_

Next of Kin (for emergency contact only) \_\_\_\_\_

Tel: \_\_\_\_\_

Are you a citizen of the EU ?                      Yes /No

If not, do you have a work permit?

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Have you ever been convicted of a criminal offence (other than a spent conviction under the Rehabilitation of Offenders Act 1974)

Yes /No    If yes, please give details under separate confidential cover.

## EDUCATION

Secondary School with dates:

Exams passed with grades:

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College/Univ. with dates:

Degree:

Other qualifications with dates:

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## **CURRENT/ PREVIOUS EMPLOYMENT**

**(begin with current/ most recent position)**

Most recent

Company: \_\_\_\_\_

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

\_\_\_\_\_

Contact: \_\_\_\_\_

Nature of business: \_\_\_\_\_

\_\_\_\_\_

Dates of employment: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

\_\_\_\_\_

Ending salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*Previous Employer*

Company: \_\_\_\_\_

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

\_\_\_\_\_

Contact: \_\_\_\_\_

Nature of business: \_\_\_\_\_

\_\_\_\_\_

Dates of employment: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

\_\_\_\_\_

Ending salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*Previous Employer*

Company: \_\_\_\_\_

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

\_\_\_\_\_

Contact: \_\_\_\_\_

Nature of business: \_\_\_\_\_

\_\_\_\_\_

Dates of employment: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

\_\_\_\_\_

Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Contact for Reference (1)

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Contact for Reference (2)

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

We reserve the right to contact the above for a character / work references in respect to your application. We request that your current / most recent employer be one of the above, however please indicate if you wish to be notified before the referee is contacted.

When are you available to start work?

\_\_\_\_\_

Current Driving Licence: Yes /No

Details of any endorsements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you consider yourself to be disabled, as per the Disability Discrimination Act 1995?

Yes / No

If yes, please give details and specify any special needs in relation to your disability:

\_\_\_\_\_

\_\_\_\_\_

## SUMMARY

*Summarise your special skills and reasons for applying:*

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I certify that my answers are true and complete to the best of my knowledge.

I authorise you to make such investigations and inquiries regarding my personal history, which may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in dismissal.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**This information will be dealt with in accordance with the Code of Practice on Recruitment and Selection, issued under the Data Protection Act 1998**

**For Company use only**

Action:

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Manager Handling \_\_\_\_\_

Date for Interview \_\_\_\_\_

Trial Shift \_\_\_\_\_

Employment Started Yes / No

If Yes Date \_\_\_\_\_

New Starter Paperwork Completed? \_\_\_\_\_

If No Reason \_\_\_\_\_

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