



HICHROM

1 The Markham Centre, Station Road, Theale, Reading, Berkshire. RG7 4PE ENGLAND TEL: (0118) 930 3660



Confidential Application for Employment

Position applied for

Vacancy ref

Please complete this form in black ink accurately and in full, as it forms the initial stage of our selection procedure.

Personal details:

Surname

Title (eg Mr, Miss, Mrs, Dr.)

Forenames

Date of birth

Home address

Postcode

Tel (Eve)

(Day)

Date available to start work

Please give us as much detail as you can. Use more than one line if you need to and continue on a separate sheet if necessary.

Education and qualifications:

Dates: from/to	Secondary school/college/university	Examinations taken (Subjects & grades)

Please state whether full-time, part-time or evening classes. Please include dates and educational bodies.

Professional qualifications/Practical training:

Please continue on a separate sheet if necessary.

General state of health:

How many days have you been absent from work/school/college in the last 12 months?*

Do you suffer from any allergies?*

YES/NO

Do you smoke?

YES/NO

Have you suffered or are you suffering from any serious illness, accident, disability?*

YES/NO

*Please give details

Please tell us about your leisure activities and hobbies. Please give as much detail as possible and include details of any voluntary or charity work.

Interests, hobbies and spare time activities:

Write down your previous work history starting with your most recent employment. Please include details of part-time and vacation work. Please continue on a separate sheet if necessary.

Employment experience:

Dates: from/to	Name & address of employer	Job title/brief nature of duties	Final salary

Please say why you consider that you could successfully perform the duties of the post. Please include any further details about yourself, eg your experience, aptitude, ambitions, etc., that you consider relevant to this application. Please continue on a separate sheet if necessary.

Additional relevant information:

Give the names, addresses and telephone numbers of two people we can contact for references. One or both of these referees must be able to comment on your knowledge and experience and your ability to do the job you have applied for.

References:

1. _____
_____ **Tel:** _____
2. _____
_____ **Tel:** _____

Your current employer will not be contacted without your further consent.

I declare that the answers I have given on this application form are true to the best of my knowledge

Signature

Date