



Application for Employment

Role Applied For (For Additional Notes please attach a sheet)

Position Applied For	
Where did you hear about this Job	

Personal

Title			
Surname		First Name	
Maiden Name		Place of Birth/DOB	
Nationality		Home Tel No	
Mobile Tel No		Email Address	
Present address			

Education

Name and address of school		Qualifications passed/gained including dates	
Name and address of Uni/College		Qualifications passed/gained including dates	

Training

Please give details of training you have undertaken during the course of your career	
Interests and activities (including positions of responsibility)	
Professional qualifications and membership details	



Career Detail to Date (recent appointments only)

Duration: Years: Months:		Salary	£
Name and Address of Employer		Main Duties and Responsibilities	
Nature of Business			
Position Held		Reason for Leaving	

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Name and Address of Employer		Main Duties and Responsibilities	
Nature of Business			
Position Held		Reason for Leaving	



Questions

What days and hours are you available to work?	
What days and hours are you unavailable to work?	
Rate yourself from 1-5 on using Microsoft Office? 1-Highest 5-Lowest	Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/>
List all other Key applications you are proficient in?	
Do you have any medical conditions; the company needs to be aware of?	
List all skills relevant to the post applied for?	
In no more than 10 words please explain what is your understanding of "Customer Service"?	
In less than 100 words please explain why you are suitable for this role?	

References

Please give details of two individuals (one must be current or last employer) who may be contacted prior to a job offer being confirmed. If this is your first job, then please give name of school and work experience placement.

Name		Name	
Address		Address	
Tel No		Tel No	
Their Job Title		Their Job Title	
Your Relationship		Your Relationship	



Have you been convicted of any criminal offence which is not yet spent as set out in the Rehabilitation of Offenders Act (1974) **Yes** **No** (EXCEPT Ireland)

The Data Protection Act 1998 protects your personal information against unauthorised use or disclosure. The information in this form will be used solely for the purposes of your application. By submitting this form you are consenting to the use of your personal information for the purposes of your application in line with your rights under the DPA 1998.

Are you eligible to work in the UK/Ireland? **Yes** **No**

Please Note: We need to see original documents to prove your right to work in the UK/Ireland.

THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE INFORMATION GIVEN WOULD LEAD TO MY DISMISSAL IF I AM EMPLOYED BY THE COMPANY. Tick To Agree

If you print this form and post it to us, please add your signature here. If you are submitting the form by email just tick the box above.

I AGREE WITH THE TERMS AND CONDITIONS

Signed..... Date.....

Equal Opportunities

KQF is committed to the promotion of equality and opportunity for all its employees and those applying for employment. The company will not discriminate on the grounds of an individual's race, colour, religion, creed, sex, marital status or sexual orientation with regard to recruitment, promotion and other aspects of employment.

In order to monitor the effectiveness of the above policy, we need to record relevant information which can be analysed. Please therefore answer the following questions which will in no way be used in our screening process, but only if you are successful in your application.

What ethnic Group do you belong to?

Bangladeshi	<input type="checkbox"/>
Black African	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
White	<input type="checkbox"/>
Other, Please specify	

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Marital Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>

Office Use only

Date application given	Signed	Reference