

Application for Employment

Position applied for:

1 Personal details

To be completed in your own handwriting in black ink - If you wish to elaborate on any area, please attach extra pages as applicable.

Title:	Surname:	Forename(s):
Address:		
Daytime Telephone No:	Evening Telephone No:	
Mobile Telephone No:	Email address:	
Are you eligible to work in the UK? NO (Any offer made will be subject to proof of eligibility to work in the UK being provided)	YES	
Do you hold a full, current UK driving licence? (Applicable only where driving is a required duty of the job)	YES	NO
Have you any court convictions or are any proceedings pending? NO (Other than a spent conviction under the Rehabilitation of Offenders Act 1974) If yes, please give details of convictions:	YES	
Salary Expectations: £		

2 **Qualifications**

Further/Higher Education

(Any offer made will be subject to verification of qualifications)

College/University attended	Qualification (eg. Degree, NVQ, other professional qualifications)	Grade/Result and date obtained

General Education

School attended	Qualifications (eg. GCSE's or equivalent)	Grade

Other training courses attended

Course title	Date	

3 **Professional Membership**

Professional Body	Membership Level	Year Attained

4

Career History

Please provide details of all previous employment, starting with the present or most recent position and include any periods of unemployment or absence from employment for any reason. Please ensure all reasons for leaving employment are accurate, as references will be taken. *Please continue on a separate sheet if more space is required.*

Name and Address of Employer:

Dates from to

Job Title:

Achievements and responsibilities:

Salary:

Reason for Leaving:

Name and Address of Employer:

Dates from to

Job Title:

Achievements and responsibilities:

Reason for Leaving:

Name and Address of Employer:

Dates from to

Job Title:

Achievements and responsibilities:

Reason for Leaving:

5 **References**
Please give the name and address of at least two business referees, to include your current or most recent employer and your previous employer. If you have had more than 2 employers in the last 5 years, please provide the names and contact details of previous employment to cover the 5 year period. By giving these details, you are giving us permission to contact these referees if an offer is made to you. Please ensure you have received permission from those whose personal data you are providing here.

Name:

Job title:

Organisation Name and address:

Tel No.

Email address:

Name:

Job title:

Organisation name and address:

Tel No.

Email address:

6 **Additional information**

Please add any relevant, supporting information that you think would help us in determining your suitability.

7 **Declaration**

The details on this application form are correct to the best of my knowledge and will form part of any contract of employment. I understand that to make false declarations could lead to my employment with the company being terminated. Any offer made will be subject to satisfactory references and eligibility to work in the UK vetting being received. You may also be asked for proof of qualifications and/or driving licence, MoT, Insurance and Tax information, if this is relevant to the job.

By signing this application form, I agree to these checks taking place, should I be made an offer. By signing this application form, I agree to these checks taking place, should I be made an offer and that I have read and understood the Eco-Cooling Privacy Notice for Applicants.

I consent/Do not Consent to my details being retained on file for a period of six months should another suitable vacancy arise

Signature:.....

Date:.....

Eco-Cooling is committed to providing equal opportunities for all members of the community, its staff and customers.