

Application Form



Top Jobs, Top People

Please write clearly in capitals.

Position applied for: _____ Date: _____

DETAILS REQUIRED

First name: _____

Surname: _____

Home telephone no: _____

Mobile telephone no: _____

Home address: _____

Postcode: _____

Nationality: _____

Do you have the right to work in the UK?

YES / NO

Work permit required:

YES / NO

If yes, expiry date: _____

Notice period: _____

Salary expectations: _____

I have received a contract for services.

Title (Mr, Mrs, Ms, Miss or other): _____

National insurance no: _____

Date of birth: _____

DBS checked (please tick one): YES / NO

Email: _____

What type of work are you available for?

Full time Part time Temporary

Areas you would be willing to travel to:

If temporary please select one of the below:

Evenings Mornings Weekends

Certain days (please circle): M T W T F S S

Availability: _____

Transport (please circle): Car / Public transport

Safety boots and high vis vest:

Signed: _____

EDUCATION

School/College/University	Date started	Dated ended	Qualifications gained

PREVIOUS EMPLOYMENT - (MOST RECENT FIRST PLEASE)

From: _____	Company name: _____	Job title: _____
To: _____	Location: _____	Reason for leaving: _____
Salary: _____	Contact: _____	_____
Type of business: _____	Tel no: _____	_____
_____	Email address: _____	_____

From: _____	Company name: _____	Job title: _____
To: _____	Location: _____	Reason for leaving: _____
Salary: _____	Contact: _____	_____
Type of business: _____	Tel no: _____	_____
_____	Email address: _____	_____

From: _____	Company name: _____	Job title: _____
To: _____	Location: _____	Reason for leaving: _____
Salary: _____	Contact: _____	_____
Type of business: _____	Tel no: _____	_____
_____	Email address: _____	_____

REFERENCES (X2)

Do you agree to have referees contacted in relation to this application?

YES / NO

Company: _____
Name of referee: _____
Position: _____
Email: _____
Tel: _____
Date sent: _____
Date received: _____

Company: _____
Name of referee: _____
Position: _____
Email: _____
Tel: _____
Date sent: _____
Date received: _____

PROFESSIONAL QUALIFICATIONS AND SKILLS

What professional qualifications do you hold in your chosen sector (i.e. HR, Marketing, Project Management, Administration etc.)?

Please state the institute and membership numbers relating to any professional commercial qualifications that you hold (please note we will confirm professional memberships with the issuing bodies):

Please state any other skills or qualifications you feel may be relevant:

Please list 3 of your strengths:

1. _____
2. _____
3. _____

What 3 companies would you most like to work for?

1. _____
2. _____
3. _____

Please list 3 of your weaknesses:

1. _____
2. _____
3. _____

To summarise in a few sentences what do you think you can bring to a new employer?

EQUAL OPPORTUNITIES

Top Jobs Group Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality ethnic or national origin, religion or belief, political beliefs or membership or non- membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Top Jobs Group Ltd shall not discriminate unlawfully when deciding which candidate is submitted for a vacancy or in any terms of employment. Top Jobs Group Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

CRIMINAL CONVICTIONS

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

YES / NO

If yes, please give details / dates of offence(s) and sentence: _____

AGREEMENT FOR PERMANENT WORKERS

Candidate's name: _____

Please find below confirmation of how we are to provide you recruitment services.

Top Jobs Group Ltd provide you with permanent recruitment services, this is to say, we will act as an employment agency as defined under the Employment Agencies Act 1973.

You authorise Top Jobs Group Ltd to seek work on your behalf. In our recent communications, you informed us that you wish to seek employment within the field of:

Signed: _____ Date: _____

CANDIDATE DECLARATION

I hereby confirm that the information given is true and correct and can be verified by references from previous employers and / or any professional bodies specified. I shall inform Top Jobs Group Ltd of any changes to my documentation or to the information I have supplied on this application form.

I confirm that I have read, understood and accepted the terms and conditions of employment.

Signed: _____ Name (print): _____ Date: _____

OFFICE USE ONLY

Work preferred: _____

Salary package sought: _____

Work not preferred: _____

Distance willing to travel: _____

Interviewed by: _____

Consultant signature: _____

Date: _____

Comments: _____

Checklist for copies of:

Passport	CPC
Work permit	Training certificates
Birth certificate	Proof of address
NI proof	Driving licence
Forklift licences	CSCS card
CV hardcopy	Digital tachograph card
CV emailed	