

Employee Application Form

Kittiwake is an equal opportunities employer with a written recruitment policy. Details of that policy are available on request.

Personal Details

Surname :	Address :
Forenames : -	
	Tel :

Please attach a recent photograph to the front of this form

General Questions.

Please answer YES or NO. If No to questions 2 or Yes to question 3 and/or 4 then please provide details in the space provided.

	YES/NO	Details :
1. Do you hold a current UK Driving License?	YES/NO	
2. Are you eligible to work in the UK?	YES/NO	
3. Do you need a work permit to take up employment in the UK?	YES/NO	
4.		
5. Have you ever been convicted of a criminal offence other than a spent conviction under the terms of the Rehabilitation of Offenders act 1974?	YES/NO	
6. Are you colour blind?	YES/NO	

Medical Questions

	days	Details :
1. How many days absence have you had from work in the last three years?		
2. Are you currently on medication (excluding contraceptives)? If YES please give further details	YES/NO	
3. Have you spent time in hospital in the last three years? If so, why?	YES/NO	
4. Do you suffer from any injury, illness, medical condition or allergy that might affect your ability to perform your duties? If YES, please give further details	YES/NO	
5. Do you consider yourself to have a disability? If YES, please give further details	YES/NO	

Current Employment

Company :**Address :****Date Commenced :****Wage/Salary :****Position held:****Outline Key Tasks/Roles/Responsibilities:****Reason for leaving:**

Previous Employment

Company :**Address :****Date Commenced :****Wage/Salary :****Position held:****Outline Key Tasks/Roles/Responsibilities:****Reason for leaving:**

Previous Employment

Company :**Address :****Date Commenced :****Wage/Salary :****Position held:****Outline Key Tasks/Roles/Responsibilities:****Reason for leaving:**

Qualifications and Training

Dates:**Qualifications/Training:**

Personal Skills and Qualities

Please describe the personal skills and qualities you believe you can bring to the role and provide examples of how these skills and qualities have enhanced present and previous job performance:

Additional Information

Please use this section to supply any additional information in support of your application:

References

Please supply one business and one personal reference

Personal Reference:

Contact:

I declare that the information given on this form is complete and accurate. I understand that any false information or deliberate omission will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

signature:**Date :**
