



Policybest Ltd t/a Car Parts & Accessories Ltd
Vale Works, Vale Road
Portslade, East Sussex
BN41 1GD
01273 416727

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Position applied for

How did you hear of this vacancy? (include date)

A. PERSONAL PARTICULARS

Full Name: Mr/Ms/Mrs/Miss	
Address:	Telephone Number: Home: Mobile:
NI Number:	Do you need a work permit to take up employment in the UK Yes/No

B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Result/Grade
	From	To		

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school, including training courses and details of qualifications.

University/College/ Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		

PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which:

FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence both oral and written:

C. EMPLOYMENT HISTORY

Please list in reverse order all the organisations for which you have worked during the last 10 years:
(Continue on an additional sheet if required)

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Salary/ Reason for leaving
	From	To		

PLEASE GIVE DETAILS OF ANY EXPERIENCE, SKILL OR ACHIEVEMENTS WHICH YOU FEEL MAY BE RELEVANT IN YOUR APPLICATION FOR EMPLOYMENT. (Continue on a separate sheet if necessary)

D. HEALTH

Are you in good health?	Yes/No
If no, please give further information:	

Have you ever suffered from any serious illness or had any major operation?	Yes/No
If yes, please give details:	

Are you prepared to undergo a medical examination prior to employment?	Yes/No
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E. SUPPLEMENTARY INFORMATION

Please give dates of any holidays arranged:	
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Are you subject to any restraints in your current or future employment?	Yes/No
If yes, please give further information:	

Do you have any commitments which might limit your working hours?	Yes/No
If yes, please give details:	

Are you willing to work overtime and weekends when required?	Yes/No
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Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Legislation)	Yes/No
If yes, please give further information:	

Salary Range Expected:	
How much notice are you required to give to leave your present employment?	
Have you worked for us before? If yes, give details of reason for leaving:	Yes/No
Please list your interests, sports, hobbies, etc	
Do you have a current full driving licence? Does your licence have any endorsements? If yes, please give further information:	Yes/No Yes/No

F. REFERENCES

PLEASE GIVE THE NAMES AND ADDRESSES OF TWO REFEREES WHO ARE NOT RELATED TO YOU, WHO WE CAN APPROACH FOR A CONFIDENTIAL ASSESMENT OF YOUR SUITABILITY FOR THIS JOB. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes/No

Name, Position, Address & Tel No	Name, Position, Address & Tel No

DECLARATION OF APPLICANT	
I confirm that the above information is correct.	
I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.	
Signed.....	Dated.....