

# Application Form



## Personal Details (This form is an integral part of our recruitment process and should be thoroughly and carefully completed)

**Surname** ..... **Forenames** .....

**Title** ..... **Sex** Male \ Female .....

**Postal Address** .....

**Post Code** ..... **E-Mail** .....

**Home Telephone** ..... **Mobile** .....

**Marital Status** ..... **No. of Dependents** .....

**Nationality** ..... **N.I. Number**

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**Are you registered disabled?** Yes \ No .....

**Are you currently undergoing any medical treatment?** Yes \ No *If Yes, please give details* .....

**Do you think that any current health problem or medical condition would affect your ability to do the position applied for?** Yes \ No *If Yes, please give details* .....

**Have you ever had any periods of ill health resulting in a long absence from work?**  
Yes \ No *If Yes, please give illness and duration* .....

**Do you hold a driving license?** Yes \ No **Do you have any endorsements?** Yes \ No .....

**Are you legally eligible for work in the UK?** Yes \ No .....

**If you are not a UK or EU national, please give your work permit No.** .....

**Have you ever been convicted of a criminal offence or are any proceedings pending?**  
Yes \ No *If Yes, please give details* .....

**Have you ever been bankrupt?** Yes \ No .....

**Have you ever been dismissed from any employment?** Yes \ No *If Yes, for what reason?* .....



## Employment History / Work Experience

List all previous full-time and part-time employment continuing on a separate sheet if necessary, starting with your present position. Include any periods of unemployment. Please DO NOT leave any unexplained gaps.

<b>Present Employer</b>	<b>Nature of Business</b>
<b>Address</b>	<b>From</b>
	<b>Current Salary</b>
	<b>Position Held</b>
<b>Telephone</b>	<b>Contact Name</b>
<b>Responsibilities</b>	
<b>Reason for Leaving</b>	

<b>Name of Employer</b>	<b>Nature of Business</b>
<b>Address</b>	<b>From</b> <b>To</b>
	<b>Salary</b>
	<b>Position Held</b>
<b>Telephone</b>	<b>Contact Name</b>
<b>Responsibilities</b>	
<b>Reason for Leaving</b>	

<b>Name of Employer</b>	<b>Nature of Business</b>
<b>Address</b>	<b>From</b> <b>To</b>
	<b>Salary</b>
	<b>Position Held</b>
<b>Telephone</b>	<b>Contact Name</b>
<b>Responsibilities</b>	
<b>Reason for Leaving</b>	

Previous employers will be contacted for references unless you indicated otherwise. Your present employer will not be contacted until we have your consent or an offer of employment has been made and accepted.

## Additional Information

Please detail any further information that you think would be relevant to your application and tell us why you would think you would be suitable for the position.

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Spare time activities, sport, hobbies and leisure interests.

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Where did you see the job advertised?

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## Declaration (Please read, sign and date below)

Eldon is committed to providing equality of opportunity, treatment and dignity for all employees, regardless of sex, race, colour, national or ethnic origin, religious belief, marital status, disability, "political convictions", spent convictions of ex-offenders and age.

The company will not allow discrimination in any form to be an obstacle in advertising, interviewing, selection or selection for promotion, and will therefore select individuals on the grounds of their ability and suitability for the vacancy

The information I have given on this form is correct to the best of my knowledge and may be used to determine my suitability for employment. I understand that such employment is liable to be terminated should any information be found to be incorrect, false or misleading, or if important information is withheld.

All information given above and all undertakings will be contractual if employed.

Signed

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Date

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