



## APPLICATION FORM

### Application For Employment As:

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### Personal Details

Title (Mr/Mrs/Miss/Ms/Other)		Surname/Family Name				
Forename(s)						
Address						
					Postcode	
Tel No.			Mobile No.			
E-mail?						

### General Information

Do You Hold A Clean Driving Licence?	Yes		No		Date Test Passed				
If No, List Endorsements									
Do You Hold A Clean Commercial Vehicle Licence?	Yes		No		If Yes State Type				
Are You Familiar With Tachograph?	Yes		No		Are You Aware Of Drivers Hours Laws?	Yes		No	
If Required Will You Be Willing To Work Overtime - This May Include Weekends?						Yes		No	
Have You Applied To Or Been Employed By Harris & Bailey Ltd Before?						Yes		No	
If Yes Please Give Job Title, Date And Reason For Leaving									

### Health

Is There Anything We Need To Know About Your General State Of Health In Order To Offer You A Fair Selection Interview? Or Any Information That You Think Might Affect Your Ability To Carry Out The Duties Of The Post?

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Please State How Many Days Off Work You Had In The Last 12 Months

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Are You Willing To Have A Medical Examination If Required?

Yes		No	
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## Employment History

Present/Previous Employer

Nature Of Business

Full/Part Time?

Job Title

Permanent/Temporary?

Summarise The Nature Of Your Work And Job Responsibilities

Date Employed From:

Employed To:

Reason For Leaving

Salary On Leaving

Please Tell Us About Other Jobs You Have Done And About The Skills You Used And/Or learned In Those Jobs

Please Tell Us Why You Applied For This Job And Why You Think You Are The Best Person For The Job

## References

Please Give Details Below Of Two Persons Who Are Willing To Give You A Reference

One Of Which Should Be Your Present Or Last Employer

*No Approach Will Be Made To Your Present Employer Before An Offer Of Employment Is Made To You*

Name

Contact Number

Address

Name

Contact Number

Address

## Education & Training

Details Of Your Education & Training History

Details & Results Of Any Examinations Taken

## Other Information

Please Confirm You Are Eligible For Employment In The UK?

Yes

No

Please Confirm Whether You Have Ever Been Convicted Of A Criminal Offence?

Yes

No

How/Where Did You Learn Of This Vacancy?

## Declaration

I Declare That To The Best Of My knowledge And Belief, All Particulars And Information I Have Given Are Complete And True

I Understand That Any False Declaration Or Misleading Information Or Any Significant Omission May Disqualify Me From Employment and/Or Render Me Liable To Dismissal

I Understand That Any Offer Is Subject To Satisfactory References And A Probationary Period  
And - If The Company Believes It Appropriate - A Satisfactory Medical Report

Signed

Date

*PLEASE NOTE: The Company Reserves The Right, At Any Time, To Check On Any Experience, Achievements, Qualifications And Skills Claimed By You On This Application Form, Or At Interview  
By Signing This Form You Will Be Giving Your Agreement For Us To Undertake Such Checks And Confirming That You Will Co-operate With Any Such Investigations*

**H&B**

**HARRIS & BAILEY LTD**  
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**H&B**

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