

# APPLICATION FOR EMPLOYMENT



Please use a black pen & block capitals throughout

Reference No:

WINDOWS · DOORS · PORCHES · CONSERVATORIES

## Personal

Surname.....Forenames.....  
Address .....  
.....  
Tel. No. (Home) ..... (Business).....  
(Mobile)..... (Email).....  
Date of Birth..... Age.....  
Marital Status.....Number of dependants.....  
Do you have a clean current UK driving licence? .....  
National Insurance No.....

What qualities do you have that make you suitable for this position?.....  
.....  
Why do you think great customer service is so important to us at The Window Exchange?.....  
.....  
.....

## Health Information

Please give full details and dates of any serious injuries or recurring illnesses from which you suffer/  
have suffered:.....  
.....  
.....

Please give full details of any conditions/disability that could affect your ability to do this job. What  
reasonable adjustments could we make to enable you to work with us?.....  
.....  
.....

## History of Convictions

Have you ever been convicted of a criminal offence which is not a spent conviction within the term of  
the Rehabilitation of Offenders Act 1974? If yes, please give full details. Any failure to declare may  
result in your dismissal.....  
.....  
.....

## Education and Training

List below your last three places of education/ training starting with the current or most recent

| Dates from – to<br>(month & year) | Name and address of school or college | Qualification achieved or being studied |
|-----------------------------------|---------------------------------------|---|
|                                   |                                       |   |
|                                   |                                       |   |
|                                   |                                       |   |

## **Employment History**

List below your last three employers, starting with the current or most recent.

|                                    |   |  |   |
|------------------------------------|---|--|---|
| Dates from – to<br>(month & year): | Name and address of employer<br>and type of business: | Rate of pay:                                 | Position:   |
|                                    |   | Average number of hours worked<br>each week: | Reason of leaving:  |
| What were your duties?             |   |  |   |
| Name of Contact:                   |   | Telephone Number:                            | May we contact them? Yes / No<br><small>PLEASE CIRCLE</small> |

|                                    |   |  |   |
|------------------------------------|---|--|---|
| Dates from – to<br>(month & year): | Name and address of employer<br>and type of business: | Rate of pay:                                 | Position:   |
|                                    |   | Average number of hours worked<br>each week: | Reason of leaving:  |
| What were your duties?             |   |  |   |
| Name of Contact:                   |   | Telephone Number:                            | May we contact them? Yes / No<br><small>PLEASE CIRCLE</small> |

|                                    |   |  |   |
|------------------------------------|---|--|---|
| Dates from – to<br>(month & year): | Name and address of employer<br>and type of business: | Rate of pay:                                 | Position:   |
|                                    |   | Average number of hours worked<br>each week: | Reason of leaving:  |
| What were your duties?             |   |  |   |
| Name of Contact:                   |   | Telephone Number:                            | May we contact them? Yes / No<br><small>PLEASE CIRCLE</small> |

CONFIDENTIAL WHEN COMPLETED

### References

Please give below the name of two referees (not related to you), who can be contacted to provide a reference. If this is your first job, please supply a tutor/ lecturer's name.

| Name | Company/College address and telephone number | How do you know this person |
|------|--|-----------------------------|
|      |  |                             |
|      |  |                             |

My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omission may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK. I understand that my employment is subject to references, evidence of entitlement to work in this country and a Criminal Records Bureau disclosure that are satisfactory to The Window Exchange Limited.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed forms to:**

**Recruitment Office, The Window Exchange Ltd, Denton Drive Industrial Estate, Off Manchester Road, Northwich, Cheshire. CW9 7LU**