



POSITION APPLIED FOR:
(If applying on spec then please give preferred role according to skills and experience)

RETURN COMPLETED FORM TO:

Employment history

PRESENT POST:

JOB TITLE:

EMPLOYER:

DATE STARTED:

SALARY AND BENEFITS:

MAJOR DUTIES AND RESPONSIBILITIES:

PREVIOUS POSTS (PLEASE START WITH THE MOST RECENT):

JOB TITLE:

EMPLOYER:

DATES
(FROM-TO):

SALARY:

MAIN DUTIES:

REASON FOR LEAVING:



PREVIOUS POSTS (PLEASE START WITH THE MOST RECENT):

JOB TITLE:	EMPLOYER:	DATES (FROM-TO):	SALARY:	MAIN DUTIES:	REASON FOR LEAVING:



Education/training

SECONDARY EDUCATION:	QUALIFICATIONS/GRADE:

FURTHER/HIGHER EDUCATION:	QUALIFICATIONS/GRADE:

OTHER RELEVANT TRAINING, PROF. QUALIFICATIONS OR WORK RELATED SKILLS (I.E. MACHINERY EXPERIENCE, FORKLIFT TRAINING, HGV LICENCE, ETC)

ARE YOU UNDERTAKING ANY COURSE OF STUDY AT PRESENT? (IF SO, PLEASE GIVE DETAILS)

DO YOU HAVE MEMBERSHIP OF ANY PROFESSIONAL BODIES? (IF SO, PLEASE GIVE DETAILS, INCLUDING ANY OFFICES HELD)

It is our policy to verify the qualifications of all successful job applicants.



SUPPORTING INFORMATION

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.



Other details

WHAT IS THE NOTICE REQUIRED IN YOUR PRESENT POST?

IS YOUR PRESENT POST YOUR SOLE REGULAR EMPLOYMENT?

Yes

No

IF NO, PLEASE GIVE DETAILS

ARE THERE ANY RESTRICTIONS ON YOUR RIGHT TO WORK IN THE UK?

Yes

No

IF YES, PLEASE STATE RESTRICTIONS AND THE EXPIRY DATE OF ANY PERMISSIONS

DO YOU HAVE A FULL DRIVING LICENCE?

Yes

No

DO YOU HAVE ANY CURRENT ENDORSEMENTS?

Yes

No

IF YES, PLEASE GIVE DETAILS

DO YOU HAVE USE OF A CAR?

Yes

No

WHERE DID YOU SEE THE ADVERTISEMENT FOR THE POST?



References

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. **References for shortlisted candidates will be taken up before interview unless you request otherwise.**

1. NAME:		2. NAME:	
ADDRESS:		ADDRESS:	
TELEPHONE NUMBER:		TELEPHONE NUMBER:	
EMAIL:		EMAIL:	
OCCUPATION:		OCCUPATION:	
TIME KNOWN:		TIME KNOWN:	
MAY REFERENCES BE TAKEN UP BEFORE INTERVIEW?		MAY REFERENCES BE TAKEN UP BEFORE INTERVIEW?	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Data protection

James Jones & Sons Limited treats personal data collected during the recruitment process in accordance with its GDPR Privacy notice for Job Applicants.



Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

DECLARATION

I declare that the information given in this application is to the best of my knowledge complete and correct

Name:	Signature:	Date:
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Personal details

SURNAME:	
FORENAMES:	
CURRENT ADDRESS:	
DAY TIME TELEPHONE NUMBER:	
EVENING TELEPHONE NUMBER:	
EMAIL:	

REASONABLE ADJUSTMENTS

Please let us know if there are any reasonable adjustments that we can make to help you in your application or with our recruitment process:

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