



Name:

Address:

Postcode

How Long have you lived at this address?
If Less Than 5 years, please list all addresses
In date order.

Home Tel: Mobile:

Email Address:

Other address at which you have lived in the past 5 years

1

2

3

4

5

Provide your National Insurance Number:

Provide your Passport Number/Expiry Date and Issue Date (Below).....

Have you been found guilty of any offence (including conditional discharges) in a court of law (including a youth court or court martial) or received a caution, reprimand or warning? (If any conviction is spent then you can answer No) If Yes, please give full details on an additional paper.	YES/NO
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We Have a legal obligation to ascertain whether you have the right to be employed and work in the UK. Are you aware of any restriction on you working in the UK?	YES/NO
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Please provide below any specific dates on which you will require time off from your daily duties during the next 12 months, for example holidays already booked	
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Harry Shaw (DM) Limited is an Equal Opportunity Employer



EDUCATION/TRAINING

Last School attended	Qualifications

FURTHER EDUCATION/TRAINING

Please give details of further education / Training to date:

College / University Attended	Qualifications

Membership of any Technical or Professional Associations:	
Languages Spoken	



EMPLOYMENT HISTORY

Current / Most Recent Employer's Name: Address:		Nature Of Business	
Postcode			
Dates From/To Month & Year	Position	Current Salary	Outline Duties & Responsibilities and Reason for Leaving

PREVIOUS EMPLOYMENT (OVER LAST 5 YEARS)

PLUS REASONS FOR ANY BREAK IN SERVICE

Months from/to MONTH & YEAR	EMPLOYERS NAME & NATURE OF BUSINESS	POST HELD & FINAL SALARY	OUTLINE DUTIES & REASON FOR LEAVING



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FULL NAME AND POSTAL ADDRESS OF TWO REFEREES – INCLUDING YOUR CURRENT/LAST EMPLOYER. (TO BE TAKEN UP ONLY IF YOU ARE A SUCCESSFUL APPLICANT)

1.
2.

Please give a date when you would be available for work duties with Harry Shaw (DM) Limited

If you have any additional information that may assist us to deal with your application in a more favourable manner, then please add these details to an additional document and attach it to this application.

I warrant the information given within this application form is accurate and refers to all relevant personal and employment details of which a prudent employer would wish to be aware in considering an employment offer.

ANY OFFER OF EMPLOYMENT WILL BE SUBJECT TO SATISFACTORY REFERENCES AND OTHER CHECKS DETAILED WITHIN THE OFFER LETTER.

DATE:

SIGNATURE:



For office use only
Interview record

Interviewed By:

Date:

Have you taken copies for the following Driver documentation?

1. Drivers Licences – Card / Paper
2. Passport
3. Digicard
4. Driver CPC Card

