

Private and confidential - Answer all questions

Post applied for	
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Personal Particulars – *(Please use BLOCK CAPITALS)*

Surname		Title (Mr,Ms,Miss,Mrs)	
First Name(s)			
Date of birth			
Address			
Postcode			
Telephone No.			
Mobile No.			
Email			
Have you a current driving license (Provisional/Full/No)			

General Education – *Please give details of schools attended from age 11*

Approximate dates	Name & address of school	Examinations & results etc.

Further Education & Training – *Please give details of any education since leaving school including any training courses*

Approximate dates	Name of college etc.	Day release, full time etc.	Subjects studied	Any qualifications obtained

Employment History – Please list in date order the organisations for which you have worked for the last ten years

Name and address of employers	Approximate dates of service	Title of job, main duties	Reason for leaving	Average wage or salary

Have you worked at William Lee before?		Approximate dates	
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General

Period of notice required by present employer?	
Do you have any work/voluntary commitments outside normal working time?	
Do you have any holiday commitments? (If yes, give details)	
Salary range expected – (if applicable)	
Record number of non-holiday related absence days taken in your previous	
Other information that may help your application	Days

Name and address of two referees from your previous employment

Can they be contacted at this stage? Yes/No

Name	Address & Telephone Number	Occupation

Declaration by Applicant

I confirm that the above information is correct and understand that misleading statements or deliberate omissions may be sufficient grounds for cancelling any agreement made. I hereby agree that if offered employment I will abide by the Company's Work Rules, Health, Safety & Environmental Regulations, and Statutory Law requirements.

Signed		Date	
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Should you be unsuccessful in your application for this employment, this application form will be destroyed in compliance with the Data Protection Act 1998.