



Please Print Clearly.

Employment Details

Position applied for: _____
Wage expectation: _____
Where did you here about this vacancy: _____
When would you be available to start (any notice period): _____
Have you worked for us previously ? : (YES) (NO) If yes when ? : _____

Personal Details

Full name: Title: _____ Forenames(s): _____ Surname: _____
Full home address: _____
Postcode: _____
Home telephone no: _____ Mobile no: _____
Date of birth: _____ Do you hold a current UK driving licence: _____
Please supply details of any offences currently under endorsements: *(please give details)* _____

If you are requested to attend an interview, and your application relates to driving company vehicles please bring your complete driving licence with you

Are you legally eligible for employment in the UK: _____
Do you have proof of eligibility in the UK: _____

Please Note. To comply with the asylum and immigration act 1996, if you are invited to attend an interview, you must bring with you evidence of your eligibility to work in the UK, preferably a document which includes your national insurance number, such as a P45, P46, P60 or a previous pay slip. No offer of employment will be made unless such evidence has been produced.

Do you suffer or are you affected in anyway, medically, which would impede you from carry out the job you are applying for *(please detail)*: _____

If so how can we assist you: _____

Present/Past Employment Details

Please list below present and past employment details, beginning with your most recent:

Name & address & telephone number of employer: _____

Type of business: _____ Type of work you did: _____

Employment from: month/year: _____ To: month/year: _____

Salary per month/wage per week: _____

Reason for leaving (*please give full details*): _____

Qualifications & Training

Beginning with the most recent events, give details of your qualifications and training to date:

IE: - computer software, first aid, health & safety, manual handling, abrasive wheel etc.

Details	Date from/to	Qualifications Gained

Experience

Outline particular experience gained in previous positions, or in activities outside of work that you feel show your aptitudes & skills for the position applied for: _____

Interests/Hobbies

Give details of your main interests & hobbies and the depth to which these are pursued:

Additional Information *(Give any further information that you think may assist us in considering your application)*

References *(PLEASE PROVIDE TWO PREVIOUS EMPLOYERS NAMES & ADDRESSES WHICH WE MAY APPROACH WITH REGARD TO YOUR APPLICATION AT AN APPROPRIATE & LATER DATE AFTER OBTAINING YOUR PERMISSION).*

Name: _____ Name: _____
Company: _____ Company: _____

Postcode: _____ Postcode: _____
Telephone No: _____ Telephone: _____

Declaration

I declare that to the best of my knowledge and belief the information given in this application is true & correct. I give my consent to it being held on file under the terms of the Data Protection Act 1998.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Application form evaluated by: _____ Date: _____ SWBM Ltd branch: _____

Comments: _____

Action:

1st Stage:

Initial Interview Date: _____
Or Rejected (Reason): _____
Or Put On Hold (Reason): _____

2nd Stage:

Interview/Job Offer Start Date: _____
Job offer Rejected (Reason): _____

Offer Details:
