



Job Application Form

Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application. Please complete the form using black ink and BLOCK CAPITALS.

Return the completed application form to

Mrs J Jennings
Tumble Downs Ltd
15a Shirehill Ind Est
Saffron Walden
Essex
CB11 3AQ

Position Applied For:

Job Title
Where did you see this post advertised?

Applicants Details

Title:	Surname:	First name:

Home Address:
Post Code:

Telephone nos: please include full STD code
Home:
Work:
Mobile:
Email address

Do you hold a current driving Licence?	Yes/No
--	--------

Is there anything concerning your medical history or state of health that is relevant to your application?	Yes/No If yes please give details
--	--------------------------------------

Are there any restrictions regarding your employment? e.g do you require a work permit?	Yes*/No *If you answer yes please supply details on a separate sheet of paper
--	--

How much notice do you need to give your current employer?	
--	--

2. Employment Record

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post.

1. Current/most recent employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief Description of duties:		
Reason for leaving/changing:		

2. Employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief Description of duties:		
Reason for leaving/changing:		

3. Employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief Description of duties:		
Reason for leaving/changing:		

4. Employer/organisation		
Name:		
Address:		
Job Title:	From:	To:
Brief Description of duties:		
Reason for leaving/changing:		

3. Education

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent

Name of school/university/college/training body	Subject Studied	Qualification/level	Date Gained

4. Training

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Training Course	Date

5. Reason for applying

Briefly detail the reason for applying for this position

6. Experience/skills

This section is for you to give specific information in support of your application. Please continue on a separate sheet if needed.

7. Availability

Please indicated in you are looking for full time/part time work. Indicate below with a tick if you are available to work those shifts and a cross if you are unable to work those shifts.

	9-2.30	2.30-6.30
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday	9.30-4.30	n/a

8. References

Please give details of **two** referees. One to be your present or most recent employer. Testimonials or references from friends and relatives are not acceptable.

1. Name:
Position:
Organisation:
Address:
Tel:

2. Name:
Position:
Organisation:
Address:
Tel:

9. Criminal Convictions

Do you have any criminal convictions? Yes/No If yes please give details on a separate sheet, this should exclude any spent convictions under section 4 (2) of the Rehabilitation of Offenders Act 1974.

8. Declaration and signature

The information supplied in this application form is accurate to the best of my knowledge.	
..... Signed Date