

PRIVATE AND CONFIDENTIAL



# HOBBS THE PRINTERS

Brunel Road, Totton, Hampshire SO40 3WX  
Tel: 023 8066 4800 • Fax: 023 8066 4801 • ISDN: 023 8066 4803

## Application for Employment

Post applied for: \_\_\_\_\_ Department: \_\_\_\_\_

Post reference: \_\_\_\_\_

### PERSONAL DETAILS

Surname: \_\_\_\_\_ Initials: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime Tel. No: \_\_\_\_\_ Evening Tel. No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*Please tick the appropriate boxes where applicable*

Have you previously worked for us? Yes  No

If Yes, when? \_\_\_\_\_

What Department: \_\_\_\_\_

Do you own a Car Yes  No

Do you hold a current Driving Licence? Yes  No

If Yes, please choose type: Provisional  Full  HGV  FLT

Please state any endorsements: \_\_\_\_\_

## EDUCATION DETAILS

### Education History

Please give details of Secondary schools or Colleges attended starting with the most recent:

Establishment (Name and Town)	From	To

### Education Qualifications

Please state all qualifications that you have obtained and/or details of any examinations to be taken:

School/College	Examining Board	Level (i.e GCSE/'A' Level)	Date taken	Subject	Grade obtained

### Further Education/Job Related Training

Please provide details of any further education, personal and technical/specialised qualifications held by you, also details of any current courses of study and anticipated date of completion:

Institute/Courses Studied	From	To	Standard or Level Achieved

Membership of any Professional bodies: \_\_\_\_\_

### Interests and Hobbies

Please provide details of your personal interests and hobbies:



## ADDITIONAL INFORMATION

### Experience and Personal Skills

Please give details of all your experience, relevant skills and abilities which makes you suitable for this post. If you have had a break from paid work it is important to include details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. parent, treasurer of a club, volunteer, etc.

### References

Please give details of two people who can provide information that will confirm your suitability for this post. Where appropriate one person should be your current or most recent employer; the other should be someone who has known you in a professional capacity. References may be taken up before an interview; please indicate whether this is acceptable by ticking the relevant box.

Employer's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Daytime Tel. No: \_\_\_\_\_ Yes  No

\_\_\_\_\_  
Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Daytime Tel. No: \_\_\_\_\_ Yes  No

I certify that the information given on this form is correct to the best of my knowledge, true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Equal Opportunities in Employment

Applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the codes of practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex, marital status and disability. This form will not be seen by the staff involved in the recruitment process and will be stored securely and used for monitoring purposes only.

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

### Marital Status

Male  Female  Single  Married  Separated

Date of Birth: \_\_\_\_\_ Divorced  Re-Married  Widowed

Nationality: \_\_\_\_\_

### Ethnic Origin

White  Black-Caribbean  Black-African

Black-other  (please specify) \_\_\_\_\_

Indian  Pakistani  Bangladeshi  Chinese

Other  (please specify) \_\_\_\_\_

Do you require a work permit to work in the U.K.? Yes  No

### Disability

Do you have any disabilities which may affect your application? Yes  No

If Yes, please provide details: \_\_\_\_\_

Day-to-day activity affected? Yes  No

Do you have any specific requirements if you are asked to attend an interview? Yes  No

If Yes, please state how we can help you: \_\_\_\_\_

**Criminal Convictions**

Please give details of any criminal convictions (convictions which are “spent” under the Rehabilitation of Offenders Act 1974 need not be disclosed). If you have an “unspent” conviction, please provide further details:

Conviction	Sentence	Date

Next of Kin – Name and Relationship: \_\_\_\_\_