

# JOB APPLICATION FORM

## PERSONAL DETAILS

SURNAME \_\_\_\_\_

FORENAME(S) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POST CODE \_\_\_\_\_

TELEPHONE  
HOME \_\_\_\_\_

MOBILE \_\_\_\_\_

## PRESENT EMPLOYMENT

EMPLOYERS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE \_\_\_\_\_

POSITION \_\_\_\_\_

\_\_\_\_\_

SALARY \_\_\_\_\_

### MAIN DUTIES AND RESPONSIBILITIES:

\_\_\_\_\_

\_\_\_\_\_

MAY WE CONTACT YOU AT WORK? YES/NO

## EMPLOYMENT RECORD

PREVIOUS EMPLOYERS (MOST RECENT FIRST)	PREVIOUS POST HELD	FROM - TO	REASON FOR LEAVING

**EXPERIENCE & SUPPORTING INFORMATION**

**GENERAL INTEREST - HOBBIES, SPORTS OR OTHER INTERESTS**

\_\_\_\_\_  
\_\_\_\_\_

**REFEREES**

**Please give below the names of two referees who have agreed to give a reference on your behalf, one of whom should be your existing or most recent employer.**

NAME \_\_\_\_\_

COMPANY NAME  
\_\_\_\_\_

ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

POSTCODE \_\_\_\_\_

TELEPHONE NO \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

POSTCODE \_\_\_\_\_

TELEPHONE NO \_\_\_\_\_

**HEALTH**

**(Statement as to general health, including particulars of any ill health over the last 5 years)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS**

Do you have any dependents? \_\_\_\_\_

Do you have any pets? \_\_\_\_\_

Do you hold a current driving licence valid for use in Great Britain and have use of a car? YES/NO

Have you been convicted of any criminal offence (including driving offences) other than those regarded as "spent" under the Rehabilitation of Offenders Act 1974? YES/NO

If yes please give details \_\_\_\_\_

I confirm that the information I have given in this form is correct and complete and will form the basis on which any contract of employment is made.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to: Balfours with Berringtons Ltd, The Estate Office, The Vallets, Wormbridge, Hereford HR2 9BA Tel: 01981 570727 Email: [post@berringtons.com](mailto:post@berringtons.com)