

APPLICATION FORM

PERSONAL DETAILS

Last Name:		First Name:	
Address:			
		Postcode:	
Home No:			
Mobile No:			
Email address			
National Ins No.:			
Job Applying For:			

EMPLOYMENT HISTORY

Please complete in reverse chronological order (current or last job first, then work backwards) details for the past three years

Name of present or last employer:			
Full Address:			
Telephone No:			
Nature of Business:			
Job Title :			
Job Description:			
Reason for Leaving:			
Dates: (month/year)	From:		To:

Name of employer:			
Full Address:			
Telephone No:			
Nature of Business:			
Job Title :			
Job Description:			
Reason for Leaving:			
Dates: (month/year)	From:		To:

Name of employer:		
Full Address:		
Telephone No:		
Nature of Business:		
Job Title :		
Job Description:		
Reason for Leaving:		
Dates: (month/year)	From:	To:

Continue on a separate sheet if necessary

TRAINING

Please list any relevant courses you have completed

Course Title	Date

EDUCATION

School	Subjects	Qualifications and grades obtained
College/University	Course	Qualifications and grades obtained

Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? Yes / No

If yes, please give details: _____

HEALTH

Number of days sickness absence in the last 2 years? _____

REFERENCES

Please give the names and addresses of your two most recent employers, if this is not applicable, you may provide a character reference - someone who has known you for at least two years who is not a family member.

	1st Referee	2nd Referee
Contact Name:		
Company Name:		
Address (including postcode)		
Telephone Number:		
Email address:		

We will not contact any referee without your prior consent.

How did you hear about EDM (UK) Ltd? _____

DECLARATION:

I confirm all the information given by me on this form is correct to the best of my knowledge

I have the right to work in UK (this will be verified during the next stage of your application)

Signed: _____ **Dated:** _____

DATA PROTECTION

Any personal information which you have given and from which you can be identified, will be treated in accordance with the Data Protection Act 1998.

SENDING FORM

Please post to the Kent Head office address below:

Personnel, EDM (UK) Ltd, Pembury Hall Cottage, Old Church Road, Tunbridge Wells, TN2 4AT