



**Acton Coachworks
EMPLOYMENT APPLICATION FORM**

Please complete this form in your own handwriting.

Personal Details

Name	Age
Address	Date of Birth
	Sex
	Marital Status
	Nationality
Postcode	Racial Origin
Are you legally eligible for employment in the UK?	Yes/No
Position for which you are applying:	

Please supply a recent passport size photograph (optional)

Education

Please complete with full name and address of school or college attended

From	To	School/College	Qualifications	Grade



Further Education

Please complete with full name and address of school or college attended

From	To	University/College/Other	Qualifications	Grade

Work Experience

Please list full details of previous employment in chronological order.

From	To	Employer's Details	Position	Reason for leaving	Salary



Description of Duties

Please give brief job descriptions of the last three positions you have held. If you require more space, please use additional paper.

Work Experience

Please give further details of work experience gained you feel will be relevant to the position you are applying for. If you need more space, please use additional sheets of paper.

ACTON COACHWORKS

Do you suffer, or have you suffered, from any illness about which Acton Coachworks should know?

How many days absence through sickness have you had in the past three years?

Are you registered disabled? Yes/No

If yes, please give details?

Are you prepared to work overtime? Yes/No

Do you possess a current driving licence? Yes/No

Is your licence free from endorsement? Yes/No
If no, please give details

Have you ever been convicted of a criminal offence? Yes/No

If yes, please give details

Hobbies and Interests



Please outline any other experience and qualities you have which you feel may be relevant to this position

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If offered this position, when would you be available to start work?

References

Please complete with two referees, one of which must be a previous or current employer

Name: Address: Tel No:	Name: Address: Tel No:
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It is a condition of any employment offered that if, after checking the references of the employee, the character of the employee is in any way unsuitable to the employer, then the employer may dismiss the employee without notice. The signature of the applicant below indicates acceptance of this condition.

I hereby declare that all the above information is true and I agree that if at any time any of the said information is found to be false or in any way incorrect, I will be dismissed forthright without notice. Signed: _____ Date: _____
