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**Job Application Form**

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| --- | --- | --- |
| Post applied for:  Location: | | |
| **PERSONAL DETAILS:** | | |
| Surname(s): | | |
| First name(s): | | |
| Address: | | |
|  | | Postcode: |
| Telephone No: | Mobile No: | |
| E-mail address: | | |

Please e-mail the completed application form to:

[**Alistair.cuthell@thomascuthell.co.uk**](mailto:Alistair.cuthell@thomascuthell.co.uk)

or post to

**Personnel Department**

**Thomas Cuthell & Sons**

**Hope Street**

**Falkirk**

**FK1 5AT**

**EDUCATION:**

Please give full details of qualifications achieved which you feel are relevant to this application.

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| --- | --- | --- |
| **Year** | **Qualification** | **Grade** |
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**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.

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| **Training course** | **Date** |
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**EMPLOYMENT HISTORY:**

Please list in order, starting with the most recent post and work backwards.

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| --- | --- | --- |
| **Name and address of employer** | **From (mth/yr)**  **To (mth/yr)** | **Job title and brief description of duties**  **(for each post please give reason for leaving)** |
| Most recent:  Present salary: |  |  |
| Previous employment: |  |  |

Continue on an additional page (A4 size) if required with a brief summary of previous employers and roles held. Please put your full name on additional sheets. CVs are not accepted.

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| **SUPPORTING STATEMENT**  Please refer to the job specification and give examples from your experience of how you can demonstrate these skills or abilities. You may give additional information which you feel will support your application. Continue on an additional page (A4 size) if required. CVs are not accepted. |
| **ENTITLEMENT TO WORK IN THE UNITED KINGDOM:**  Are you entitled to work in the UK? YES NO  Are there any restrictions regarding your employment? YES NO  If yes, please give details below:  ………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………  If you are offered work with Thomas Cuthell & Sons you will be required to provide documentary evidence (e.g. birth certificate, passport, residence document issued by the Home Office or Border and Immigration Agency) of your entitlement to work in the United Kingdom before employment can commence.  Thomas Cuthell & Sons may contact the Border and Immigration Agency to verify entitlement to work should an offer of employment be made. |

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| **NOTICE PERIOD:**  How much notice are you required to give your current employer? ……………………………. |

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| **MISCELLANEOUS:**  If the post applied for involves driving, do you have a full and current driving licence?  YES / NO  Please state from which source you first became aware of this vacancy:  …………………………………………………………………………………………........................ |

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| --- | --- |
| **REFERENCES:**  These referees must know you in a working capacity, paid or unpaid; one must be your present or most recent employer. References from peers, friends or relatives are **not** acceptable. Please ensure that all referees listed are willing and able to provide a reference as failure to supply satisfactory references will lead to an offer of employment being withdrawn or employment terminated (where references are received after start date).  **PLEASE ENTER THE FULL ADDRESS AND POSTCODE FOR REFEREES** | |
| 1. Name: | |
| Address: | |
|  | |
|  | Postcode : |
| Tel No: | Designation: |
| What is the referee’s relationship to you? (i.e. supervisor, manager etc.) | |
| 2. Name: | |
| Address: | |
|  | Postcode: |
| Tel No: | Designation: |
| What is the referee’s relationship to you? (i.e. supervisor, manager etc.) | |
| DECLARATION  I hereby declare that this information is complete and correct to the best of my knowledge | |
| Signature: | Date: |

Please note that any false statement or omission on this application form may lead to your application being disqualified or to your future dismissal, if appointed.