

JONES BROS. RUTHIN CO LTD
APPLICATION FOR EMPLOYMENT
 QAR 002 ISSUE: 3 SEPTEMBER 2007 PAGE 1 OF 3

POSITION APPLIED FOR		DATE	
		TELEPHONE	
----- PERSONAL DETAILS -----			
SURNAME		TITLE	
FORENAME(S)			
ADDRESS			
POST CODE			
CURRENTLY EMPLOYED YES / NO *			
----- DRIVING LICENCE DETAILS -----			
DO YOU HAVE A DRIVING LICENCE ?		YES / NO *	CATEGORIES
LICENCE No (SUPPLY COPY)		EXPIRY DATE	
DO YOU HAVE A CAR ?		YES / NO *	CONVICTIONS YES / NO *
DETAILS OF CONVICTIONS, PENALTY POINTS & DATES			
----- DETAILS OF RELEVANT QUALIFICATIONS -----			
TRAINING COURSES ATTENDED - PLEASE ATTACH CERTIFICATE COPIES WHERE APPLICABLE			IF 'YES' ENTER DATE
DO YOU HAVE A CITB (CTA) CARD ?		YES / NO*	
HAVE YOU ATTENDED A CITB 7 HOUR PLANT SAFETY AWARENESS COURSE ?		YES / NO*	
HAVE YOU ATTENDED AN ABRASIVE WHEEL COURSE ?		YES / NO*	
HAVE YOU ATTENDED A FIRST AID COURSE ?		YES / NO*	
HAVE YOU ATTENDED A MANUAL HANDLING COURSE ?		YES / NO*	
HAVE YOU ATTENDED A CHAINSAW COURSE ?		YES / NO*	
HAVE YOU HAD ANY OTHER RELEVANT TRAINING AND/OR EXPERIENCE? (E.G. MECHANICAL, DRIVING, LIFTING, EXCAVATING, MANAGERIAL ETC)			
PLEASE APPEND COPIES OF ANY CERTIFICATES			/ PTO

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----- WORK HISTORY -----			
DATE FROM	DATE TO	COMPANY NAME	POSITION HELD
ADDRESS		REASON FOR LEAVING	
		ROLES & RESPONSIBILITIES	

DATE FROM	DATE TO	COMPANY NAME	POSITION HELD
ADDRESS		REASON FOR LEAVING	
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----- EMPLOYMENT DETAILS -----		
WOULD YOU BE PREPARED TO WORK FULL OR PART TIME ?	FULL / PART *	
WOULD YOU BE PREPARED TO WORK OVERTIME WHEN EXPECTED ?	YES / NO*	
WOULD YOU BE PREPARED TO WORK AWAY FROM HOME ?	YES / NO*	
HAVE YOU PREVIOUSLY WORKED FOR US ?	YES / NO*	
DO YOU HAVE RELATIVES WORKING FOR US ?	YES / NO*	
ARE YOU PREPARED TO WORK AS PART OF A GANG	YES / NO*	
ARE YOU CLAIMING JOB SEEKERS ALLOWANCE	YES / NO*	
IF 'YES' AT WHICH JOB CENTRE		
----- CRIMINAL RECORD -----		
Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state		
----- REFERENCES -----		
Please note the names and addresses of two referees from whom we may obtain 1 x character and 1 x work experience		
1 - PERSONAL	2 - WORK	
----- DECLARATION -----		
PLEASE READ THIS CAREFULLY BEFORE SIGNING THE APPLICATION		
1. I confirm that all the above information is complete and correct to the best of my knowledge and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.		
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).		
The following document copies are appended (please tick relevant boxes):		
Driving Licence	Personal Reference	Health Declaration
Training Certificates	Work Reference	CITB Card
SIGNED	DATE	

* Delete as Required