

PRIVATE & CONFIDENTIAL

Alstons

Sofas for Living

Employment Application Form

Please return your completed form to:

Human Resources
Alstons (Upholstery) Ltd
Gosbecks Road
Colchester
Essex
CO2 9JU

PERSONAL DETAILS

Surname Initials

Address

..... Postcode

Contact No. Home Mobile

Position Applied for

EDUCATION AND TRAINING

Subject	Grade/ Level	Subject	Grade/ Level

Course, Training or Qualification	Course, Training or Qualification

REHABILITATION OF OFFENDERS ACT 1974

Have you ever been convicted or cautioned for a criminal offence? YES/ NO
 (declaration subject to the Rehabilitation of Offenders Act 1974)

If **YES** please explain _____

EMPLOYMENT HISTORY

Please record below the details of all your previous employment, beginning with the most recent first, and any breaks in employment. Up to 5 previous employments can be entered here. If required, please provide additional information regarding your employment history on a separate sheet.

Date From	Date To	Name of Employer	Position/ Duties	Salary	Reason for Leaving

ENTITLEMENT TO WORK IN UK

Are you entitled to work in the United Kingdom

YES

NO

If you are successful in obtaining employment with the Company, you will be required to provide evidence of your entitlement.

REFERENCES

Please provide two referees who may be contacted. One should be your current employer.

Name	Name
Address	Address
.....
Telephone No.....	Telephone No.....
I wish to be approached first Yes/ No	I wish to be approached first Yes/ No

Expected Salary £	Notice Required or Earliest Start Date
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ADDITIONAL INFORMATION

Please write below any other details you wish to give in support of your application. Perhaps why you have applied/ examples of things you have done that make you particularly suited to the job.

DISABILITY

Do you consider yourself to have a disability? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES please tell us about any adjustments we may need to make to assist you at interview?
<i>Please note, this question is only asked to ensure no applicant is at a detriment during the interview process and any information provided will not form part of the considerations when making a job offer.</i>

DECLARATION

I can confirm that to the best of my knowledge the above information is correct. I accept that providing false information may be sufficient cause for rejection or, if employed dismissal. If you are successful in your application Alstons will use the information on this form and other attachments for administrative or legal purposes or as required by your continuing employment with us. If you are not offered a job, all documentation related to your application will normally be confidentially destroyed after a period of 6 months.	
Signed	Date