



Application Form for Employment

Would you please return this application form to Britcom International Limited, York Road, Market Weighton, East Yorkshire, YO43 3QX.

All the information is supplied in the strictest confidence and will not be divulged to any other Company or organisation.

The Company has an equal opportunities policy and does not discriminate between applicants on the grounds of sex, marital status, race, colour, creed, nationality, religion or disability.

POSITION APPLIED FOR: ADMINISTRATOR/RECEPTIONIST

Surname	Forename(s)	Title
Address		Post Code
Date of Birth (Optional)	NI Number	
Telephone Number	Mobile Number	
Email Address		
Current Driving Licence?	YES/NO	Details of Endorsements
Are there any restrictions on you taking up employment in the UK? (If yes, please provide details)		YES/NO

EDUCATION HISTORY

Dates		Name of School, College or University
From	To	

Qualification	Subject	Year	Grade Attained

Please list any responsibilities you have held and any special achievements or attainments accomplished.

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EMPLOYMENT HISTORY

(Please complete in full starting with your current employment first, and use a separate sheet if necessary)

FROM - TO	NAME OF EMPLOYER	JOB TITLE AND DUTIES	SALARY	REASON FOR LEAVING

Notice Required in Current Post:

REFERENCES

Please note here the names, addresses and telephone numbers of two persons from whom the Company may obtain both character and work experience references. References will not be taken up prior to any short listing process.

1. Name	2. Name
Address	Address
Telephone	Telephone
Relationship to Applicant	Relationship to Applicant

LEISURE

Please note here your leisure interests, sports, hobbies and other pastimes etc.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this position.

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the Company 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). I agree that this information will be retained in my personnel file during employment and for us to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: