



Application For Employment

Position Applied for:							
Surname:				Forename:			
Mr	Mrs	Miss	Ms	Single	Married	Divorced	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Address:		Tel No:	
Post Code:			
Place of Birth			
Maiden Name (If Applicable)		Nationality:	
No of Children:	Ages:	NI Number:	

Do you need a work permit to work in the UK? If you are not from an EEC country, please attach A copy of your passport showing the relevant Immigration stamp.	No	Yes	If YES, please attach
	<input type="checkbox"/>	<input type="checkbox"/>	

Driving licence No:		Issued By:	
Date Passed Test:	Expiry Date:	Are You a Car Owner?	
Do you have any current endorsements? If YES, please give details			

Are you registered disabled?	No	Yes	Registered disability (RDP) NO.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Height:	Weight:	Do you have any health problems which may affect you Application?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please give details of next of kin who can be contacted in an emergency.

Name:	Relationship:
Address	Telephone (business/mobile)
	Telephone (home)

EDUCATION

Last school attended	From	To	Examinations taken

FURTHER EDUCATION AND TRAINING

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N.B. Copies of all relevant documents, including certificates for all qualifications attained must be produced at a final interview.

EMPLOYMENT

Last/Present employer (Full name and address)	Start Date	
	Leaving Date	
	Reason for leaving	
Job title, Duties and responsibilities	Starting Salary	
	Leaving Salary	
	Type of Business	

Previous Employer (Full name and address)	Start Date	
	Leaving Date	
	Reason for leaving	
Job Title, Duties and responsibilities	Starting Salary	
	Leaving Salary	
	Type of Business	

Previous Employer (Full name and address)	Start Date	
	Leaving Date	
	Reason for leaving	
Job Title, Duties and responsibilities	Starting Salary	
	Leaving Salary	
	Type of Business	

Previous Employer (Full name and address)	Start Date	
	Leaving Date	
	Reason for leaving	
Job Title, Duties and responsibilities	Starting Salary	
	Leaving Salary	
	Type of Business	

May we contact any or all of the above employers for a reference? If no, then please indicate.

Notice period required.	Date available for employment.
Required Salary.	Are you prepared to re-locate if necessary?
Have you any holidays arranged?	If yes, please give details.

Have you ever been convicted of a criminal offence?
If yes, please give details.

Do you speak a foreign language?
If yes, please give details.

Hobbies and Interests.

Please use this space to expand upon your experience and qualities to say why you feel you are suited to the position.

I certify that the particulars given on this form are to the best of my knowledge complete and Correct.

Signed

Date

TO BE COMPLETED BY THE INTERVIEWING MANAGER

The section below must be completed before a formal offer of employment can be made.

SECTION ONE – To be completed by the department manager.

Name of Applicant	Job Title of Applicant
Location	Department
Starting Date	Details of Business References Complete? If no, then please obtain this information from the candidate.
Interviewed by 1 st	Interviewed by 2 nd

SECTION TWO – Bank Details

Name of Bank	Address
Account Name	
Bank Code	Account Number

SECTION THREE – Payment Details

Rate of Pay	Basic Hours per Week	Overtime?
Allocated Car	Any special terms and conditions?	

Signed Name Date

Please ensure that the above sections are completed and that all relevant information in sections 1 to 3 are attached before passing the application form onto the appropriate senior manager.

SECTION FOUR – Authorised by Senior Manager

Please ensure that the above details are correct and authorised before sending to personnel.

Signed Job Title Date

SECTION FIVE – Authorised by Personnel Function.

Date File Opened	Signed
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Please return to: The Personnel Dept at Pulse Fitness Ltd, The Bromley Centre, Bromley Road, Congleton, Cheshire, CW12 1PT or info@pulsefitness.com