

Forename:

Surname:



Personal Details

Home Address:

Home telephone:

Mobile:

Postcode:

Email:

NI Number:

Mobile:

What type of work are you looking for?

Do you wish to work: Part Time Full Time Temporary Permanent Shifts

Are you employed at present? YES / NO If YES what is your notice period?.....

How far are you prepared to travel from your home town?.....miles

Do you have your own transport YES / NO Do you hold a current full driving licence? YES / NO

Do you have any holidays booked in the next 12 months? If YES give details:.....

Notes (office use only):

Bank Details (These are the details we will use to pay you any wages)

Bank name:

Sort code:

Account holder:

Account No:

Branch:

Building society Ref (if applicable):

NB: If your money is paid into someone else's account, Imperial Workforce can not be held responsible for the actions of the account holder.

Declaration



I declare that the information on this application form is full, accurate and complete and I understand that if I provide false information or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed.

Signed:

Date:

Skills & Experience Please tick if you have considerable experience in any of the following areas

Industrial

- CNC Operating CNC Setting Construction Gardening Labouring Food Production Production
 MIG Welding TIG Welding Other Welding Warehouse Cleaning (domestic/office) Cleaning (industrial)

Driving

- 7.5 tonnes Multi Drop Class II Class I HIAB ADR CPC
 FLT (Reach) FLT (Counterbalance) FLT (Other)

Catering

- Bar Head Chef Sous Chef Chef De Partie Chef (Other) Silver Service Waiting
 Kitchen Porter

Sales & Customer Service

- Account Management Business Development Cold Calling Field Based Inbound Calls Warm Calling
 Administration Data Entry Faxing Filing Photocopying Reception Scanning
 Switchboard Microsoft Office Email

Secretarial

- Audio Typing Copy Typing Diary Management Legal Medical Minutes Personal Assistant
 Shorthand

Management

- Appraisals Budget Setting Coaching Discipline Recruitment Resource Planning
 Training & Development

Accounts/Finance

- Balance Sheets Banking Credit Control Import/Export Nominal Ledger Payroll Purchase Ledger
 Purchasing Reconciliations Sales Ledger Trial Balance VAT

Human Resources

- Administration Assistant Advisor Manager

Please list any other skills below:

Employment History – Current or last job

Employers name:	Job title:
Employer's address:	Date started:
	Date left (if applicable):
	Reason for leaving:
Telephone:	
Brief description of duties:	

Previous Employment List all employment including unpaid and voluntary work (most recent first)

Dates Employed From/To	Employer Name & Address	Job Or Jobs Held With Employer

Qualifications & Training

Qualification Obtained	Type & Level (eg. GCSE/A-Level etc)	Date Obtained

Non Qualifications Courses & Further Training

Details	Date Obtained

Diversity Monitoring

Gender:	Date of Birth:
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Ethnic origin:

Asian or Asian British: Indian Pakistani Bangladeshi Other

Black or Black British: Caribbean African Other

White: British Irish Other

Other: Mixed Race Chinese Other (please specify).....

Disability:

The Disability Discrimination Act 1995 defines a disabled person as a person with:
"A physical or mental impairment which has a substantial and long term adverse effect on his ability to carry out normal day to day activities".
We would therefore be grateful if you would indicate below if you consider yourself to have a disability that you wish Imperial to know about.

Do you consider yourself to have a disability? YES / NO If YES please provide details below.

Eligibility to work in the UK

Do you require a permit to work in the UK? YES / NO If YES please provide details below.

If you are from one of the EU accession states, have you completed a Workers Registration Scheme form?

YES / NO If YES please provide registration number.....

NB. An original copy of proof of entitlement to work in the UK will need to be seen prior to your commencing work for imperial workforce.

Criminal Convictions

Do you have any criminal convictions not expired under the Rehabilitation of Offenders act 1974?

YES / NO If YES please provide details below.

References

Please give the name address and telephone number of two independent referees from whom Imperial will seek information regarding your suitability for employment.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:

How did you hear about Imperial Workforce?

