



9 Albany Road, Granby Industrial Estate, Weymouth, Dorset, DT4 9TH
Tel: 01305 206000 Fax: 01305 206033
www.blundellharling.co.uk

EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR: _____

DATE AVAILABLE TO START WORK: _____

PERSONAL DETAILS

Title: Mr _____ Mrs _____ Miss _____ Ms _____ Date of birth: _____

First name(s): _____ Surname: _____

Address: _____

Post code: _____

Daytime telephone no: _____ Evening telephone no: _____

Nationality: _____

National Insurance no: _____

EDUCATION

SCHOOL name and town: _____

Attended From: _____ To: _____

Qualifications obtained: _____

COLLEGE/UNIVERSITY name and town: _____

Attended From: _____ To: _____

Qualifications obtained: _____

Details of any other qualifications/training/skills: _____

Do you speak or read any foreign languages? YES / NO

If YES, please give details and level of proficiency: _____

EMPLOYMENT APPLICATION FORM - PAGE 2

Do you belong to any professional organisations? YES / NO

If YES, please give details: _____

MEDICAL (Required to ensure compliance with our obligations under the Disability Discrimination Act 1995)

Are you in good health? YES / NO

If NO, please give details: _____

Do you have any disabilities that may affect your application? YES / NO

If YES, please give details: _____

How many days absence have you had from work over the past 3 years?

EMPLOYMENT HISTORY (Please list most recent employer FIRST)

NAME OF FIRM: _____

Employed From: _____ To: _____

Nature of business: _____

Address: _____

_____ Postcode _____

Rate paid (£): _____

Position held and main duties: _____

Reason for leaving: _____

NAME OF FIRM: _____

Employed From: _____ To: _____

Nature of business: _____

Address: _____

_____ Postcode _____

Rate paid (£): _____

Position held and main duties: _____

Reason for leaving: _____

NAME OF FIRM: _____

Employed From: _____ To: _____

Nature of business: _____

Address: _____

_____ Postcode _____

Rate paid (£): _____

Position held and main duties: _____

Reason for leaving: _____

EMPLOYMENT APPLICATION FORM - PAGE 3

NAME OF FIRM: _____

Employed From: _____ To: _____

Nature of business: _____

Address: _____

_____ Postcode _____

Rate paid (£): _____

Position held and main duties: _____

Reason for leaving: _____

GENERAL

Have you ever been convicted of a criminal offence? (There is no obligation to declare convictions that are spent under the terms of the Rehabilitation of Offenders Act) YES / NO

If YES, please give details: _____

Do you have a current driving licence? YES / NO

Please give details of any special types of vehicles you can drive (eg HGV): _____

Is your licence free from endorsements? YES / NO

If NO, please give details, including the number of points for each offence: _____

If offered this position, will you continue to work in any other capacity? YES / NO

If YES, please give details: _____

Have you worked for **Blundell Harling Ltd** previously? YES / NO

If YES, please give dates and details: _____

Do you have any relatives or friends within the organisation? YES / NO

If YES, please give name(s) and relationship(s): _____

Hobbies and Interests:

EMPLOYMENT APPLICATION FORM - PAGE 4

REFEREES

Please give details of two work-related referees:

1. Name: _____
 Relationship to you: _____
 Organisation: _____
 Address: _____

 Telephone no: _____

2. Name: _____
 Relationship to you: _____
 Organisation: _____
 Address: _____

 Telephone no: _____

Please use the space below to expand on your experience and your personal qualities to say why you feel you are suited to the position on offer:

STATEMENT

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I authorise the company to obtain references to support this application once an offer has been made and accepted.

Signature: _____ **Date:** _____

We appreciate the time you have taken to complete this application.
PLEASE RETURN THIS FORM TO THE PERSONNEL MANAGER AT THE ADDRESS ON THE FRONT.

For Office Use Only