

F. ADDITIONAL INFORMATION *continued*

Do you have a current full driving licence? , if yes, is this:

Does your licence have any current endorsements? If Yes, please give further information:

Do you hold any other licence (e.g. Forklift, HGV):

G. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer?

(Tick in box if you do not wish your employer to be contacted before an offer of employment is made)

Name, Position, Address and Telephone Number	Name, Position, Address and Telephone Number
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.....

DECLARATION OF APPLICANT

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to the Organisation processing the information contained herein. I understand that, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for a maximum of 12 months, and they may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed:

Dated:

FOR OFFICE USE ONLY

INTERVIEW RECORD - TO BE COMPLETED BY INTERVIEWER/MANAGER

Interviewed by: Date:

Comments/Areas to Examine:

Outcome: Reject Further Interview Conditional Offer Letter to be sent

(Tick as applicable)

Interviewer's report and reason for decision:

Job Title: Location:

Will position involve driving a company vehicle at any time? (If Yes - please attach an up to date copy of Driving Licence)

Hours: Salary:

Start Date:

Any Additional Information:

Proof of right to work in U.K: Copy of Passport attached? If No Passport, please consult Personnel