



*Dales*

## Dales Of Malton Employment Application form

Dales of Malton, Unit 5, Malton Enterprise Park, 6 Cherry Farm Close, Malton, YO176AD

### PERSONAL

Surname:	Mr/Mrs/Miss/Ms
First Names:	
Date of Birth:	
National Insurance No:	
Tel. No's Home:	
Mobile:	
Address:	
Post Code:	
Have you ever been convicted of any criminal offence other than a spent conviction under the rehabilitation of Offenders Act 1974? YES/NO	
If 'YES' Please give details	



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### NEXT OF KIN

Surname:
First Names:
Relationships:
Telephone No:
Address:
Postcode:

### EMPLOYMENT

Which position are you applying for?
From what date would you be available to work?
Please indicate any dates you would not be available for work and the reason why i.e. exam, holidays
Would you work full time? YES/NO
Part time- State days / hours:



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### GENERAL EDUCATION

School/College/Uni	From	To	Subject Studied	Examination/Awards

Please give details of your hobbies and interests:




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### PRESENT/RECENT EMPLOYMENT

Employers name:		
Address:		
Type of business:		
Date Employed	From:	To:
Position held and description of duties:		
Present/recent basic salary:		
Reason for leaving:		



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### PREVIOUS EMPLOYMENT

Employers name:		
Address:		
Type of business:		
Date Employed	From:	To:
Position held and description of duties:		
Present/recent basic salary:		
Reason for leaving:		



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### OTHER INFORMATION

Please use this space to say why you are interested in the post for which you have applied:


How many weeks or months notice do you have to give your current employer?

If you are disabled please give details of any special arrangements you would require to attend an interview:






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### OTHER INFORMATION

Please provide dates you are not available for an interview:


Are there any other details which you consider may have a bearing on your application?


Please indicate where you heard about the vacancy:




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The company may apply for references to previous employers, but not to your current employer until you accept a job offer, if you have not been employed please provide the names and addresses of two personal referees, who have given their permission for their names to be used. These should not be relatives.

PROBATION PERIOD- I agree that my employment by the company will be subject to a probationary period, of 3 months. During the first four weeks my employment may be terminated by either side giving a day's notice. Therefore after notice of one week either side is required.

VADILITY- I declare that the information given on my application from is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, I may be discharged from employment. In accordance with the Asylum and Immigration Act (1996), if your application is successful, you will need to provide specific documentation to evidence that you are legally entitled to work in the UK, before you can start work.

Signed:

Date:



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### MANAGEMENT USE ONLY

Interviewed by:	
On:	For:
Action Taken:	
Comments:	
ENGAGED AS FOLLOWS:	
Employee number:	
Wage £	Per:
Salary £	Per annum
Start Date:	
IDENTITY CHECK:	
UK/Overseas passport:	N.I. Card & Birth Certificate:
P45/P60 & Birth Certificate:	