

# CRESCENT

## Building Supplies

Head Office: Breakspear Road, Ruislip, Middlesex  
HA4 7SN. Tel: 01895 672822

### APPLICATION FOR EMPLOYMENT *CONFIDENTIAL*

Name \_\_\_\_\_

Position applied for \_\_\_\_\_

***For official use only***

*Applicant invited for interview* \_\_\_\_\_

*Date* \_\_\_\_\_

*Time* \_\_\_\_\_

*References* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Start date* \_\_\_\_\_

*Rate of pay* \_\_\_\_\_

*Additional details* \_\_\_\_\_

\_\_\_\_\_  
*Evidence of eligibility to employ under the Immigration and Asylum Act 2006*  
\_\_\_\_\_

**PERSONAL DETAILS**

Full Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Tel. Number \_\_\_\_\_

**EDUCATION**

**Please give details of your secondary and higher education and qualifications.**

School/College	From	To	Qualifications

**Please give details of any other technical, professional or occupational courses you have attended.**

Date	Course title	Qualification

**Are you eligible to work in the U.K.?** \_\_\_\_\_

**Please state what documents you can produce in support of this. (See enclosed list)**

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT TO DATE**

Starting with your current or last employment, please show details of your previous employment. Please continue on separate sheet if necessary.

From	To	Company	Position	Reason for leaving

Please explain how you satisfy the essential and desirable attributes for the job plus any additional information you think may be relevant.

What is your current salary/wage? \_\_\_\_\_

What notice do you have to give your current employer? \_\_\_\_\_

**Please give the name and address of two people, one of which must be your current/last employer. We will only contact your referees if we are going to offer you employment. Please indicate the status of the referee by ticking the appropriate box.**

Name  Address    Employer <input type="checkbox"/>	Name  Address    Colleague <input type="checkbox"/> Other (please state) <input type="checkbox"/>
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**Are there any adjustments you require in order to attend for interview? Please give details.**

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**OTHER INFORMATION**

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974.   <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	<b>If YES, please give details</b>   
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If you are invited for interview, you will be asked to provide evidence that you are eligible to work in this country in compliance with the requirements of the Immigration and Asylum Act 2006.

If you are unsuccessful, your application will remain on file for approximately four months and will then be destroyed.

I hereby certify that all the information I have provided is truthful and accurate. I understand that any false statements may render me liable to dismissal.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Any offer of employment will be conditional upon completion of a medical questionnaire, which satisfies the Company that you are suitable to carry out the duties of the job.