

**Richard Tate Limited**  
**Balm Road, Hunslet, LEEDS, LS10 2RL**

**Tel: 0113 2071999**  
**e-mail: tatearc@ukonline.co.uk**

**EMPLOYMENT APPLICATION FORM**

<b>PERSONAL DETAILS</b>	
Surname:	Forenames:
Address:	Telephone Numbers: Home: Mobile: e-mail:
Date of birth:	Nationality:
Marital Status:	Number of children: Their ages:
Do you hold a current Driving Licence?	YES/NO Is it clean? YES/NO
Do you hold a H.G.V Licence?	YES/NO Is it clean? YES/NO
Are you registered disabled?	YES/NO If yes please describe: Disabled Reg No:
Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?	YES/NO
Are you a member of a Trade Union If yes, which one?	YES/NO
Are you committed to any Voluntary Armed Services?	YES/NO

<b>EMPLOYMENT DETAILS</b>
Position applied for:
On what date would you be available to start?

Have you previously applied for a position with this Company?      YES/NO
Do you have any relatives employed with this Company?      YES/NO If yes, please state their name and relationship to you:

<b>EDUCATIONAL HISTORY</b>			
<u>SCHOOLS ATTENDED</u>	FROM	TO	EXAMINATIONS TAKEN AND RESULTS*
<u>FURTHER EDUCATION</u>	FROM	TO	COURSES AND RESULTS*
<u>PROFESSIONAL STUDIES</u>	FROM	TO	COURSES AND RESULTS*
<u>VOCATIONAL COURSES</u>	FROM	TO	COURSES ATTENDED/SKILLS GAINED

\*copies of educational certificates will be required

Languages spoken fluently:
Knowledge of other languages:

**EMPLOYMENT HISTORY**

PRESENT/LAST EMPLOYER

Type of business:

Job title and responsibilities:

From:

To:

Salary:

Per:

Reason for leaving:

PREVIOUS EMPLOYER

Type of business:

Job title and responsibilities:

From:

To:

Salary:

Per:

Reason for leaving:

PREVIOUS EMPLOYER

Type of business:

Job title and responsibilities:

From:

To:

Salary:

Per:

Reason for leaving:

PREVIOUS EMPLOYER

Type of business:

Job title and responsibilities:

From:

To:

Salary:

Per:

Reason for leaving:

PREVIOUS EMPLOYER

Type of business:

Job title and responsibilities:

From:

To:

Salary:

Per:

Reason for leaving:

IF YOU ARE APPLYING FOR A SECRETARIAL/CLERK TYPIST POSITION WITHIN OUR COMPANY WOULD YOU PLEASE COMPLETE THE FOLLOWING SECTION

\*please tick as appropriate

SKILL/FUNCTION	ABILITY/STANDARD OF KNOWLEDGE		
Typing - w.p.m =	Excellent	Average	Poor
Shorthand - w.p.m =	Excellent	Average	Poor
Telephone manner	Excellent	Average	Poor
Planning itineraries	Excellent	Average	Poor
Maintaining a diary	Excellent	Average	Poor
Organising travel arrangements	Excellent	Average	Poor
Organising meetings	Excellent	Average	Poor
Maintaining an efficient filing system	Excellent	Average	Poor
<p>Please detail your knowledge and level of experience on any Computer Software Packages you have used:</p>			
<p>Please detail below any experience or interests which you feel may be relevant to your application</p>			

**HOBBIES AND INTERESTS**

**ANY OTHER RELEVANT INFORMATION**

**REFERENCES**

Please supply the following details of 2 people who may be contacted for a reference, one of which should be a previous employer:

NAME:	NAME:
OCCUPATION:	OCCUPATION:
ADDRESS:	ADDRESS:
TELEPHONE NO:	TELEPHONE NO:

May we contact the above references prior to making an offer of employment?

**DECLARATION**

The facts set forth in this application are, to the best of my knowledge, true and complete.

I understand that any falsification of the facts, may result in an offer of employment being revoked.

Signature..... Date.....