

Lester Bowden

PRIVATE & CONFIDENTIAL

EMPLOYMENT APPLICATION

Please return completed forms with your C.V to:

**The Old Spread Eagle,
High Street,
Epsom,
Surrey, KT19 8DN**

Tel: 01372 747474 Fax:01372 742416
Email: office@lesterbowden.co.uk

We guarantee that the information that you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process. A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to disclose this information could lead to withdrawal of an offer of employment.

Please note to enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original documents which are required at the appropriate time.

Please complete this document in your own handwriting by printing clearly in black ink.

Personal Details:
Title:
Forenames:
Surname:
Address (including postcode):
Tel. Home:
Tel. Mobile:
E-mail:
Date of Birth:
Do you have a current clean driving license? YES / NO
Is it free of endorsements? YES/NO (if NO, give details)
National Insurance No:
Do you know anyone in our employment?
Disability - Do you consider yourself to have a disability? YES/NO
If YES please give details:
Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES / NO

Position Applied for:
Do you wish to work Full Time? YES / NO If Part time please state DAYS / HOURS preferred:
If offered the position will you continue to work in any other capacity? YES / NO (if YES please give details):
If offered this job when could you start?

Education	
Please list examinations taken and grades achieved: GCE O Level/ GCSE/ or Equivalent	Grade
AS Level or Equivalent	Grade
A Level or Equivalent	Grade
Degree or Equivalent	Grade
Please give name and address of school/college/university where you attained your qualifications:	
Please list professional qualifications and membership of professional organisations:	

Employment History		
Present /Last employer:		
Address:		
Date employed from:		
Salary:		
Reason for Leaving:		
Previous Employment		
From	To	Employer name & Job Title
References: Please give details of two referees		
Name _____		
Occupation _____		
Address _____		
Name _____		
Occupation _____		
Address _____		
Please outline the skills and competencies you have gained through paid employment and other work activities and interests which are relevant to your application for this job.		
I declare that the information given by me, to the best of my knowledge, is true and complete. I acknowledge that dishonesty or the giving of incorrect information on purpose, may render this application and any subsequent employment invalid and subject to summary termination.		
In accordance with the Data Protection Act 1998, I hereby authorise Lester Bowden (1898) Limited to process the information contained in this application form for recruitment and selection purposes.		
Sign and date the declarations and authorisation below:		
Applicant's Signature		
Date / /		