**APPLICATION FOR EMPLOYMENT**

www.ct.uk.com

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| Position Applied for:  | Location:  |

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| Where did you see this post advertised?  |

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| Personal Details |
| Surname:  | Title (Mr, Mrs, Ms etc):  |
| Forename(s):  |  |
| Address:  | Tel No (Home):  |
|  | Tel No (Work) |
|  | Mobile:  |
| Postcode:  | E-mail:  |

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| Other Details |
| Are you legally entitled to work in the UK? Do you hold a full current driver’s licence valid in the UK?Yes No Yes No Do you require a work permit to work in the UK? Do you hold a current forklift licence? Yes No Yes No If yes, do you have a work permit? Do you hold a current Licence LGV Class 1C & E (formally Cl 1)Yes No Yes No Have you ever been convicted of any criminal Would you require any reasonable adjustment to be made to allow your  attendance at interview?Offences which are not yet spent under the Yes No Rehabilitation of Offenders Act 1974 Yes No If yes, please provide details regarding adjustment requirements: If yes, please provide details in a sealed envelope marked strictly confidential Note: *ex offenders will be considered on an* *individual basis and the nature of their offence* *will be taken into account in the recruitment* *decision.*   |
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| **General and further education (including professional qualifications)** |
| DatesFrom To | Name of school, university, college orOther institution | Subject | Level | Result |
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| **Other relevant training and development (e.g. membership of professional bodies/institutions, First Aid, Fire Safety, Health & Safety)** |
| Dates | Details |
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| Employment – begin with your present or most recent position (use additional sheet if necessary) |
| From To | Employer’s name,address and nature of business | Job title andsalary | Brief description of duties | Reason forLeaving |
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| Please nominate two referees, one of which should be your present or most recent employers |
| Please tick here if referee should not be contacted before the interview without prior approval  | Please tick here if referee should not be contacted before the interview without prior approval  |
| Name | Name |
| Address | Address |
|  |  |
| Tel No | Tel No |
| Job Title | Job Title |

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| Supporting EvidencePlease detail any additional information you wish in support of your application including your suitability for the post, your main achievements to date and any knowledge, skills and experience you feel is relevant to the post applied for. |

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| Hobbies and Interests – please give details of any hobbies/interests that you have  |

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| Emergency Contact - please provide details of the person to contact in case of an emergency |
| Contact 1 | Contact 2 |
| Name:  | Name:  |
| Address:  | Address:  |
|  |  |
| Daytime Tel No:  | Daytime Tel No:  |
| Relationship:  | Relationship:  |

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| DeclarationThe details on this application form are correct to the best of my knowledge. If I am subsequently engaged by Springfield Properties, I accept that I am liable to instant dismissal, if there has been any falsification of information contained herein. I also understand that any offer of employment is subject to satisfactory references being obtained.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| For office use onlyInterview Outcome References Requested Offer Letter sent References Received Acceptance Received Start Date Induction  |

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| Please return completed application form via email to support@ct.uk.com or to the address below. |

Computech, Andorra, Merchiston Terrace, Falkirk FK1 7JJ

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