

**Thornton & Ross Ltd
Application Form**



GENERAL INFORMATION				
Position applied for				
Last name		First name(s)		
Title		National insurance number		
Nationality		Do you require a work permit?		
Address		Home telephone		
		Business telephone		
		Mobile telephone		
Postcode		Email address		
Do you hold a current driving licence?				
QUALIFICATIONS – please continue on a separate sheet if necessary				
Schools/Colleges/Universities Attended	Dates		Qualifications	Grade
	From	To		

EMPLOYMENT HISTORY

Current or last employer

Address Postcode	Position held Date appointed Date left Reason for leaving
-------------------------------------	--

Current or final salary	Notice period
-------------------------	---------------

Brief description of duties

PREVIOUS EMPLOYMENT HISTORY

Previous Employer's name and address	Dates		Brief description of main duties	Reason for leaving each role
	From	To		

ADDITIONAL INFORMATION

Please use this space to let us know why you think you should be considered for this post. Include any knowledge, skills, experience or personal qualities which are relevant to the job and explain any gaps in your employment.

REFERENCES

Please give the names and details of two referees. One of these must be your present employer or, if you are not currently working, you must provide details of your most recent employer. If you have never worked you may provide details from school or college. References will only be requested once an offer is made. Employees of Thornton & Ross Ltd are not allowed to provide references.

FIRST REFERENCE	SECOND REFERENCE
Name	Name
Position	Position
Address	Address
Telephone	Telephone
In what capacity did you know this person?	In what capacity did you know this person?

ABSENCE RECORD - please give details of any sickness absence during the last two years.

Number of days	Number of occasions
Reasons for absence	

REHABILITATION OF OFFENDERS Act 1974 (EXCEPTIONS) ORDER 1975

Have you been convicted of any criminal offences which are not yet spent under the Rehabilitation of Offenders Act 1974? Yes No
 If yes, please provide details

AVAILABILITY

Are there any dates or times within the next three months when you are unavailable if invited to interview?

DATA PROTECTION

I confirm that the above information is correct to the best of my knowledge. I consent to Thornton & Ross Ltd processing, by means of a computer database or otherwise, any information I provide for the purpose of employment by Thornton & Ross Ltd.

Signed _____ Date _____