

Sparshatts of Kent Ltd

Unit 10, Eurolink Ind Est Tel 08708 35 36 37
Sittingbourne, Kent ME10 3RN Fax 01795 42 89 76

Application for Employment

CONFIDENTIAL

Application for the position of:

Title (Mr, Mrs, etc.)	
Surname	
First name	
Middle Name	

Address	Home Phone (inc code)	
	Work Phone (inc code)	
	Mobile Phone	
	Fax (inc code)	
Post Code	E-Mail	

Qualifications

Please list any qualifications you have gained. If you are short listed for interview you will be required to produce original copies of certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

Qualification	Subject	Grade or expected result

Other Training

Please list any other training undertaken which is relevant to the post for which you are applying

Name of Course	Date

Current Occupation

Job Title <small>(Course details if a student)</small>			
Name of Employer/School		Address	
Contact Name			
Telephone Number		Post Code	
Date Started <small>(Month/Year)</small>		Current Pay	£
Reason for leaving			
May we contact this company for a reference without further authority from you?			Yes / No

Previous Employment Records

Please give details of **other** jobs you have held, starting with the most recent. Give a brief explanation for any gaps.

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Job Title/Position Held			
Company Name		Address	
Contact Name			
Telephone Number		Post Code	
Date Started <small>(Month/Year)</small>		Date Left <small>(Month/Year)</small>	
Starting Pay	£	Leaving Pay	£
Reason for leaving			
May we contact this company for a reference without further authority from you?			Yes / No

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Job Title/Position Held			
Company Name		Address	
Contact Name		Post Code	
Telephone Number			
Date Started (Month/Year)		Date Left (Month/Year)	
Starting Pay	£	Leaving Pay	£
Reason for leaving			
May we contact this company for a reference without further authority from you?			Yes / No

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Job Title/Position Held			
Company Name		Address	
Contact Name		Post Code	
Telephone Number			
Date Started (Month/Year)		Date Left (Month/Year)	
Starting Pay	£	Leaving Pay	£
Reason for leaving			
May we contact this company for a reference without further authority from you?			Yes / No

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Job Title/Position Held			
Company Name		Address	
Contact Name		Post Code	
Telephone Number			
Date Started (Month/Year)		Date Left (Month/Year)	
Starting Pay	£	Leaving Pay	£
Reason for leaving			
May we contact this company for a reference without further authority from you?			Yes / No

Data Protection Statement

The personal information you provide on this application form will be used by Sparshatts of Kent Ltd for employment purposes. If the application is successful, the information will be retained for matters such as payroll, pensions administration, appraisal of performance, recording details of holiday entitlement, absences etc. Some of this information, such as health, ethnicity, disabilities and criminal convictions, is defined as “sensitive” under Data Protection legislation *and by submitting this application form you are consenting to our processing this for the purposes listed above.*

If your application is unsuccessful the information will be retained for 12 months and then the record will be destroyed. If you would prefer immediate disposal of these records please tick this box

Declaration

If you are submitting an e-mail application, you cannot sign this form on screen, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the Data Protection Statement contained on this document. I confirm that I am legally entitled to work in the United Kingdom.

Signed:

Date: