

APPLICATION FOR EMPLOYMENT: WILLIAM HUGHES GROUP

POSITION SOUGHT

SURNAME	ADDRESS inc POSTCODE	HOME TELEPHONE
OTHER NAMES		MOBILE

DATE OF BIRTH	MARITAL STATUS	DETAILS OF YOUR DRIVING LICENCE(S)
NATIONALITY	Do you have any children?	
Do you own your home/ rent/live with parents?	Do you smoke?	Do you have any disability or medical history which you wish to make us aware of?

Please list any Professional Institutions/
Trade Unions that you belong to

List all schools/colleges	Dates	Results achieved

List any apprenticeships and/or professional qualifications

PREVIOUS EMPLOYMENT HISTORY Begin with most recent and work backwards

Employer name & location	Dates	Your position	Describe your duties/achievements	Salary/wages
	Start			Start
	Finish			Finish
	Start			Start
	Finish			Finish
	Start			Start
	Finish			Finish
	Start			Start
	Finish			Finish
	Start			Start
	Finish			Finish

Please add any further information you wish to give, eg special skills/experience etc

Please list your spare time activities/hobbies/interests

References:

One of these should be your supervisor/manager in your most recent employment. We will *only* approach them if you sign the authorisation below

Name	Name
Company	Company
Address	Address

Authority (delete as required)

Signed

Date

1. The information given here is true and complete to the best of my knowledge
2. I give permission for you to approach the referees named above before/after my interview

Please Note: William Hughes Ltd requests the information listed above in order to help us place applicants in the most appropriate roles. If you feel that any of the information requested is discriminatory, please omit it and bring it to our attention at your interview.
** Date of Birth is required only if you are aged under 18 (Young Person) or if you are over Statutory Retirement Age.

FOR WILLIAM HUGHES USE ONLY

APPLICATION SUMMARY

APPLICANT ENGAGED YES/NO

Offer letter sent Date

Agreed Start date Date

Section Manager Wages dept

Clock card issued Induction Training complete

All documents updated

REFERENCES