



# Employment Application Form

Please complete every section of this application. Failure to sign and date the form will invalidate the application. This form can be completed and digitally signed in Adobe Acrobat, or printed and then scanned or posted.

Vacancy Details					
Which position are you applying for					
Office (Manchester/Preston Brook/Redhill) <i>if applicable</i>					
How did you hear about this vacancy <i>Please tick appropriate box</i>		Agency		Website	Advert
If recommended by one of our current employees, please state their name:					

Personal Details			
Full Name			
Address			
		Postcode	
Telephone:	Home	Mobile	
Email Address			

Employment History			
Name of Current/ Last Employer			
Address			
		Post Code	
Job Title		Date Appointed	
Reason for Leaving		Current Salary	
Other Benefits			
Explain your main duties and responsibilities			



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## Previous Employment

*Please start with the most recent and list any breaks in employment with an explanation*

From	To	Name and address of Employer	Job Title (s), description of main responsibilities and key achievements whilst in post







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<b>Referees</b>			
<i>Clarke Telecom requires references from two referees who are not related to you. Referees should have known you for at least 3 years and must be over 18 years old. One must be your current or last employer.</i>			
Name			
Address			
	Postcode		
Telephone Number			
Relationship			
Name			
Address			
	Postcode		
Telephone Number			
Relationship			

<b>Interviews</b>
Please list any dates when you would not be available for interview

Any job offer made by the company will be subject to us receiving a satisfactory Basic Criminal Disclosure Check.

<b>Data Protection Act 1998</b>			
By signing and returning this application form, you consent to Clarke Telecom using and keeping information about you provided by you or by third parties, such as referees, relating to your application or future employment. Such information may include details relating to your health, ethnic origin and criminal record. The information will be held securely on computer and in a relevant filing system. The information will not be disclosed to any third party without your specific consent.			
<b>Declaration</b>			
I declare that the information given on this form is correct to the best of my knowledge. I understand that giving false information will make my application unacceptable and, if appointed, may lead to my dismissal			
Signed		Date	



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Clarke Telecom operates a policy of equal opportunity and wishes to ensure that all applicants are considered on merit. To ensure discriminatory practice does not take place, we would be grateful if you could complete this form. Your answers will be treated in confidence, and this form is held in the HR Department.

Full Name		Date	
Post Applied For			
Date of Birth			

Nationality			
<b>Ethnic Origin (please tick one of the following)</b>			
White	<input type="checkbox"/>	Black Other	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
		Pakistani	<input type="checkbox"/>
		Bangladeshi	<input type="checkbox"/>
		Other	<input type="checkbox"/>

<b>Disabled Applicants</b>			
The Equality Act 2010 defines a disability as 'a physical or mental impairment, and the impairment has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities'.			
Bearing in mind the above definition do you consider yourself to be disabled? <i>Please tick</i>	Yes	<input type="checkbox"/>	No
If you answered 'Yes', please specify the nature of your disability			
Would the provision of any aids or adaptations assist you in carrying out the duties of this post? <i>(if yes, please specify)</i>			
If appropriate, please describe any requirements which may be necessary for an interview			

<b>Gender (please tick)</b>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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