



### PROFESSIONAL TRAINING/ ADDITIONAL QUALIFICATIONS

Please give details of any relevant training or any short course or list memberships of any organisations that you think may help your application

### PRESENT AND PREVIOUS EMPLOYMENT

1 Present/ Previous Employer

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Type of Business \_\_\_\_\_

Position Held \_\_\_\_\_

Starting Date \_\_\_\_\_

Leaving Date \_\_\_\_\_

Salary \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Brief Outline of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 Previous Employer

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Type of Business \_\_\_\_\_

Position Held \_\_\_\_\_

Starting Date \_\_\_\_\_

Leaving Date \_\_\_\_\_

Salary \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Brief Outline of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3 Previous Employer

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Type of Business \_\_\_\_\_

Position Held \_\_\_\_\_

Starting Date \_\_\_\_\_

Leaving Date \_\_\_\_\_

Salary \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Brief Outline of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 Previous Employer

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Type of Business \_\_\_\_\_

Position Held \_\_\_\_\_

Starting Date \_\_\_\_\_

Leaving Date \_\_\_\_\_

Salary \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Brief Outline of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please explain why do you think you would be suitable for this position?**

**ADDITIONAL INFORMATION**

(Please Circle)

Prepared to work                                      Full-Time                                      Part-Time

Do you need a work permit  
To work in UK?                                      Yes                                      No  
(If yes, please bring evidence  
to an interview, if invited)

Do you possess a current  
Full Driving License?                                      Yes                                      No

Do you have any current  
Endorsements?                                      Yes                                      No

If yes, please specify \_\_\_\_\_

Do you consider yourself to be  
disabled?                                      Yes                                      No

If invited for an interview would you  
need any special arrangements?                                      Yes                                      No

If yes, please specify \_\_\_\_\_

Do you have any unspent  
criminal convictions?                                      Yes                                      No

If yes, please specify \_\_\_\_\_

**NEXT OF KIN**

Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

**REFERENCES**

Name \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_

Telephone No \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Relationship with the referee

Relationship with the referee

### ETHNICITY MONITORING/ RECRUITMENT POLICY

*It is E. Aldridge & Son (Locksmiths) Ltd company's policy to obtain the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status, disability, religion or sexual orientation. To assist us to ensure that we meet these requirements, which are recommended by the Equal Opportunities Commission's Code of Practice, please tick the relevant box below. Please note that all information provided is strictly confidential.*

#### White

-British

-Other

Please Specify \_\_\_\_\_

#### Black or Black British

-Caribbean

-African

-Other

Please Specify \_\_\_\_\_

#### Asian or Asian British

-Indian

-Pakistani

-Bangladeshi

-Other

Please Specify \_\_\_\_\_

#### Oriental or other Ethnic Group

-Chinese

-Oriental Other

Please Specify \_\_\_\_\_

-Other

Please Specify \_\_\_\_\_

### DECLARATION

I authorise the company to obtain the references to support this application once an offer has been made and accepted.

I confirm that the information on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE RETURN COMPLETED APPLICATION TO THE ADDRESS STATED ON THE FRONT PAGE. THANK YOU FOR SHOWING INTEREST ON OUR BUSINESS.