

APPLICATION FOR EMPLOYMENT

This form has been designed to tell us all we need to know about you at this stage.

# Personal Information

|  |  |
| --- | --- |
| Position applied for: |  |
| Surname: |  |
| Forenames: |  |
| Title (Mr, Mrs, Miss, etc): |  |
| Previous names (if any): |  |
| Address for communications: |  |
| Daytime telephone number: |  |
| Do you have the right to take up employment in the UK? | YES / NO |
| Do you have any criminal convictions not covered by the Rehabilitation of Offenders Act | YES / NO |
| Dates you are not available for interview |  |

## Education

**From GCSE or equivalent to degree level in chronological order**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

**Postgraduate education or study or any other professional qualifications**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

## Work experience

**Please tell us about other jobs that you have done and about the skills you used and/or learned in those jobs:**

|  |  |  |  |
| --- | --- | --- | --- |
| From  | To | Name and address of employer | Job title, description of duties and key skill used  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other Information

|  |
| --- |
| Please tell us why you want to work for Boxclever Press? |

|  |
| --- |
| **What particular skills do you have that you feel are most relevant to this role?** |

|  |
| --- |
| What motivates you most at work? |

|  |
| --- |
| Please give details of your main extra-curricular activities and interests. |

|  |
| --- |
| Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application. |

|  |
| --- |
| Where do you see yourself career wise in 5,10 and 15 years’ time  |

|  |
| --- |
| If we rang your last boss how would he/she describe you and what would they say were your key strengths and weaknesses  |

Referees

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

|  |  |
| --- | --- |
| First referee | Second referee |
|  |  |

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.

Signed: …………………………………….

Date: …………………………………………

Feb 2019 v2