



Direct Group

Application for Employment

Name	
Position Applied for	

Personal Information			
Surname:		Forename(s):	
Title:			
Place of Birth:		Nationality:	
Marital Status:		National Insurance No.:	
Address:		Telephone No.:	
		Mobile No.:	
Do you hold a current driving licence?		Do you presently own a car?	

Application Information	
How many days absent have you had other than holidays during your employment within the last 3 years (approximately if not sure)?	
How soon could you enter our employment if appointed?	
Do you have any holidays booked? If so, please provide details.	

Education				
Secondary Schools Name	Address	From	To	Details of examination results (state subjects and grades)

Further Education/ University				
----------------------------------	--	--	--	--

Professional or other qualifications (including membership of professional bodies/ societies)	
Details of other specialised training knowledge or experience	
Foreign Languages (state proficiency)	
Any additional comments in relation to this section	
<i>NB. You will be required to provide documentary evidence of qualifications</i>	

Employment History			
Current /Most recent employment			
Name & Address of Employer			
Description of Duties			
Type of Business			
Start Date		End Date	
Start Salary		End Salary	
Reason for leaving			

Previous Employment (most recent first)

Name & Address of Employer			
Description of Duties			
Type of Business			
Start Date		End Date	
Start Salary		End Salary	
Reason for leaving			

Name & Address of Employer			
Description of Duties			
Type of Business			
Start Date		End Date	
Start Salary		End Salary	
Reason for leaving			

Name & Address of Employer			
Description of Duties			
Type of Business			
Start Date		End Date	
Start Salary		End Salary	
Reason for leaving			

Employment History, continued

Name of Employer			
Start Date		End Date	
Reason for leaving			
Name of Employer			
Start Date		End Date	
Reason for leaving			
Name of Employer			
Start Date		End Date	
Reason for leaving			

Additional Information

Please state briefly why you think you are suitable for this position.

Outside interests/hobbies:

Declaration of Criminal Offences	
Please answer the following questions, if you answer yes to any of the questions please provide further details in the space provided.	
1	Have you ever been convicted of any offence involving fraud, theft, false accounting or other dishonesty? Or have you been convicted of an offence (whether or not in the United Kingdom) relating to companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection, money laundering, market manipulations or insider dealing? (Convictions spent under the Rehabilitation of Offenders Act 1974 must be included, as should convictions and injunctive action taken by local Trading Standards Authorities.)
	No/Yes
.....	
2	Are you subject of any current criminal proceedings?
	No/Yes
.....	
3	Have you any convictions for any offences other than those listed in Q1 above, whether or not in the United Kingdom (excl. traffic offences unless these resulted in a ban from driving or involved driving without insurance)?
	No/Yes
4	Are you, or have you ever been the subject of any civil proceedings, arbitration or litigation or had any County Court Judgements (CCJ's)?
	No/Yes

References			
Please provide contact details for 3 referees. These should be listed in order of your 3 most recent employers, most recent employer(s) and Character referee(s), or 3 character referees as appropriate			
Name:		Address:	Employer <input type="checkbox"/> Character <input type="checkbox"/>
Telephone No.			
Name:		Address:	Employer <input type="checkbox"/> Character <input type="checkbox"/>
Telephone No.			
Name:		Address:	Employer <input type="checkbox"/> Character <input type="checkbox"/>
Telephone No.			

Direct Group keep personnel records for all employees during the period of their employment and for six years after they leave employment. The information in these records may be used for statutory purposes and for managing the effectiveness of personnel policies. Sensitive data may be processed and by signing this statement you consent to us doing so. As the employee you are entitled have access to your personnel records. Information held by the company is within the parameters of the Data Protection Act 1988.

I hereby declare that all the information given in this application form is true to the best of my knowledge. This information will provide the basis for any future employment with Direct Group and as such any false statements will result in instant dismissal. In the event of my application being successful, I give my permission for Direct Group to obtain references from the referees I have named above.

Signature: **Date:**