
Application form

Ironing 4 U



Role applied for:	Team Member
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Personal details: Please complete the following details			
Surname:		Forename(s):	
Title:			
Address:		Postcode:	
Home Telephone No:		Work Telephone No:	
Mobile Telephone No:		Email address:	
Can you be contacted at work?	Yes	No	

Education

Please include details of any academic, work based and professional qualifications. (Most recent first)

Secondary School/College/University	From - To	Qualifications Obtained	Subjects	Grades

Other Skills and Qualifications

Languages spoken/written: (please indicate the languages and your degree of competence between 1 and 5 where 1 = Basic and 5 = Fluent)

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Computer Literacy: (Please specify the software and indicate the level of competence between 1 and 5 where 1 = Basic and 5 = Advanced)

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Any other skills or qualifications which may be relevant for the job you are applying for:

Present (Last) Employment Details

Name and address of employer:	
Nature of your employer's business:	
Your current (last) job title:	
Brief details of the nature of your work. Include details of responsibilities:	
Achievements:	
Full time/Part-time (if part-time, please indicate the average number of hours that you work/have worked per week):	
Date that you joined this employer:	
Date appointed to your current job:	
Salary/wage (current or on leaving). Please include separately details of any benefits or bonus payments:	
Notice required:	

Date that you left the company:	
Reasons for leaving (if applicable):	
<p>Previous Employment History</p> <p>Please give details of your career history (starting with the most recent). Continue on a separate sheet if necessary</p>	
Name and address of employer:	
Nature of your employer's business:	
Your job title:	
Dates employed from & to:	
Position & summary of main responsibilities:	
Achievements:	
Reason for leaving:	
Salary on leaving:	
<p>Other Information</p> <p>Please give details of any other information, which may support your application for employment (e.g. any other achievements and hobbies)</p>	
<p>Additional Information</p>	
Do you need a work permit for regular employment in the UK?	
Have you ever been convicted of any criminal offence (other than a motoring offence), which is not a spent conviction within the meaning of the Rehabilitation of Offenders Act 1974?	

If you have a disability, please provide details and give details of any adjustments that we could make to the job or office environment to enable you to do the job	
How/where did you hear of this vacancy?	
<p>References</p> <p>All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. One reference should be from your current or most recent employer. Please state whether we may approach these referees at any time or only after an offer of employment has been made.</p>	
Name of manager/supervisor	Name
Company name, address & telephone number	Company name, address & telephone number
Relationship to you	Relationship to you
May we approach the referee for a reference at any time? Yes/No	May we approach the referee for a reference at any time? Yes/No
<p>Declaration</p> <p>Please check all the answers you have given on this Application Form and carefully read this declaration before signing it. I understand that any offer of employment made by Ironing 4 U will be subject to satisfactory references being obtained. The facts contained in this application for employment are, to the best of my knowledge, true and complete. I understand that any false statements may disqualify me from employment or render me liable to summary dismissal</p>	
Signature	Date

Data Protection Statement

The information collected by this form allows us to make an informed decision as to whether to proceed with your application. We also use this information for research and statistical purposes. As part of our assessment, we may have to carry out checks to verify the information provided by you. We may obtain information about you from third parties (including referees) and disclose your personal data to certain third parties such as law enforcement bodies for this purpose.