



DYER & BUTLER

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL



DYER & BUTLER

APPLICATION FOR EMPLOYMENT

DYER AND BUTLER IS AN EQUAL OPPORTUNITIES EMPLOYER



DYER & BUTLER

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: _____

DEPARTMENT: _____

LOCATION: _____

This application form will provide information about your skills and abilities. This will be used in the recruitment process and may form the basis of some personnel records for successful candidates.

Please read the questions carefully and complete as full as possible.

If you have difficulty in completing this form because English is not your first language, you have a disability or are dyslexic, please contact recruitment@dyerandbutler.co.uk

PERSONAL DETAILS

Last Name:		First Names:	
Name at birth:		Preferred Title (Mr/Mrs/Miss/Ms):	
Current Home Address:			
Postcode:			
E-mail Address:			
Tel. Home:	Work:	Alternative:	
	May we contact you there?		
	Yes/ No		
National Insurance No:	*Do you hold a full UK current driving licence?	Do you have access to reliable transport?	
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
	No <input type="checkbox"/>	No <input type="checkbox"/>	
Are you willing to relocate?	Do you require a work permit prior to taking up employment?	Can a client run a security check if required?	
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	

*only complete if driving is an essential criteria to the position.



DYER & BUTLER

APPLICATION FOR EMPLOYMENT

EDUCATION AND QUALIFICATIONS

School/ college/ university	Qualification Obtained	Grade

OTHER JOB RELATED TRAINING

Course	Full/Part time	Duration	Date (s)



DYER & BUTLER

APPLICATION FOR EMPLOYMENT

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Body / Institute	Level of Membership	Date Obtained

EMPLOYMENT HISTORY

Name and Address of Current Employer: Postcode:	Job Title:	
	Date Appointed:	Notice Period:
	Grade:	Salary:

Name, Full Address of Previous Employers	Position Held	From	To	Reason for Leaving



DYER & BUTLER

APPLICATION FOR EMPLOYMENT

PERSONAL STATEMENT

Please use this page to include any additional information you feel would aid us in evaluating your application.



DYER & BUTLER

APPLICATION FOR EMPLOYMENT

REFERENCES

Please give the names and addresses of a minimum of two referees, who have given their permission for their names to be used. Please indicate a referee from your present employer. If references are requested they will be taken up after the interview.

Name: Address:	Name: Address:
Telephone:	Telephone:
Capacity in which known to you:	Capacity in which known to you:

I confirm that the information given in respect of this application is correct to the best of my knowledge and belief. I understand that false or misleading statements or omissions could jeopardise any subsequent employment. I understand that, if I am appointed, personal information about me may be computerised for Personnel / employee administration purposes including analysis for management purposes.

Print Name: _____ Signed: _____

Date: _____

Note:

Data Protection Act 1988

Personal data supplied on this form may be held or verified by reference to information already held on computer. Information provided will be copied for use during the recruitment process. Your records may be kept for a period of time after the recruitment process is completed. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record.

Please return this application form to the email address outlined above or by post to the following address:

Recruitment Manager
Dyer and Butler
Recruitment Department
Mead House
Station Road
Nursling
Southampton
SO16 0AH



DYER & BUTLER

APPLICATION FOR EMPLOYMENT

Equal Opportunities Monitoring Information

Private & Confidential

Dyer & Butler is committed to provide equal opportunities. The information gathered from you will only be used for monitoring the effectiveness of the policies, advertising and the services provided. It is completely anonymous and it will not be possible to identify individuals from the analysed statistics. Your support in completing the form is appreciated.

Dyer & Butler hopes that employees and job applicants will co-operate by completing the information below, which will help to assess whether the distribution of staff and the success rate of applicants reflects equal opportunities or reveals possible discrimination or unfair practices.

Any information provided will be kept confidential and will only be used for the purposes detailed above. Please complete questions below and detach this section and return it to the Human Resource Department, Mead House Station Road, Nursling Southampton SO16 0AH.

Indicate your choices below, by circling the correct information.

Date of Birth: Age:

Gender: Male Female

Ethnic Origin:

White:

British		Irish		Other	
---------	--	-------	--	-------	--

Mixed:

White / Black Caribbean		White / Black African		White / Asian		Other Mixed	
----------------------------	--	--------------------------	--	---------------	--	-------------	--

Asian:

Indian		Pakistani		Bangladeshi		Other Asian	
--------	--	-----------	--	-------------	--	-------------	--

Black:

Caribbean		African		Other	
-----------	--	---------	--	-------	--

Chinese or Other Ethnic Group:

Chinese		Other Ethnicity		Undeclared	
---------	--	-----------------	--	------------	--

