

# Baylis - Application for Employment

Princess Elizabeth Way, Cheltenham, GL51 0AL  
 Legion Way, Hereford, HR1 1LN  
 Westward Road, Ebley, Stroud, GL5 4TW  
 Cotswold Way, Blackpole, Worcester, WR4 9XN

Cole Avenue, Gloucester, GL2 5ER  
 Ashburton Industrial Estate, Ross-on-Wye, HR9 7BW  
 Love Lane Trading Estate, Cirencester, GL7 1YG

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Please choose the site you are applying for and post to the address given

**STRICTLY CONFIDENTIAL**

Please use **BLOCK CAPITALS** throughout

POSITION APPLIED FOR:

Ref:

## PERSONAL DETAILS

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

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

Post Code: \_\_\_\_\_

Tel No:

*Home*

*Mobile*

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

Do you have a current driving licence? YES/NO

Date Passed: \_\_\_\_\_

Is it Clean? YES/NO If NO give details of offence:

## MEDICAL

Number of days absent from work, due to illness, in the last 12 months:

Causes: \_\_\_\_\_

Do you have any serious health problems or disabilities which could affect this application? YES/NO

Are you registered disabled? YES/NO Registration Number : \_\_\_\_\_

## EMPLOYMENT

Pay expected in the position applied for : £ \_\_\_\_\_ per annum

Have you previously worked for this company? YES/NO If yes when? \_\_\_\_\_

Period of notice required to terminate present employment: \_\_\_\_\_

### QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS

Dates

| Qualifications and Professional Memberships | Dates |
|---|-------|
|   |       |
|   |       |
|   |       |
|   |       |

### SPECIALISED TRAINING COURSES ATTENDED

Course Title

Course Sponsor / Provider

Dates

| Course Title | Course Sponsor / Provider | Dates |
|--------------|---------------------------|-------|
|              |                           |       |
|              |                           |       |
|              |                           |       |
|              |                           |       |
|              |                           |       |

**EMPLOYMENT HISTORY** (Please complete fully as details will be used for references - references will only be requested after acceptance of employment)

**Important - List below contact name and address of all employment in the last five years.\***

|                                 |                                |      |           |      |                       |
|---------------------------------|--------------------------------|------|-----------|------|-----------------------|
| <b>Company Name and Address</b> | <b>From</b>                    |      | <b>To</b> |      | <b>Position held:</b> |
|                                 | Month                          | Year | Month     | Year |                       |
|                                 |                                |      |           |      |                       |
|                                 |                                |      |           |      |                       |
| <b>Post Code</b>                | <b>Type of Business:</b> _____ |      |           |      |                       |
| <b>Contact</b>                  |                                |      |           |      |                       |
| <b>Company Name and Address</b> | <b>From</b>                    |      | <b>To</b> |      | <b>Position held:</b> |
|                                 | Month                          | Year | Month     | Year |                       |
|                                 |                                |      |           |      |                       |
|                                 |                                |      |           |      |                       |
| <b>Post Code</b>                | <b>Type of Business:</b> _____ |      |           |      |                       |
| <b>Contact</b>                  |                                |      |           |      |                       |
| <b>Company Name and Address</b> | <b>From</b>                    |      | <b>To</b> |      | <b>Position held:</b> |
|                                 | Month                          | Year | Month     | Year |                       |
|                                 |                                |      |           |      |                       |
|                                 |                                |      |           |      |                       |
| <b>Post Code</b>                | <b>Type of Business:</b> _____ |      |           |      |                       |
| <b>Contact</b>                  |                                |      |           |      |                       |
| <b>Company Name and Address</b> | <b>From</b>                    |      | <b>To</b> |      | <b>Position held:</b> |
|                                 | Month                          | Year | Month     | Year |                       |
|                                 |                                |      |           |      |                       |
|                                 |                                |      |           |      |                       |
| <b>Post Code</b>                | <b>Type of Business:</b> _____ |      |           |      |                       |
| <b>Contact</b>                  |                                |      |           |      |                       |
| <b>Company Name and Address</b> | <b>From</b>                    |      | <b>To</b> |      | <b>Position held:</b> |
|                                 | Month                          | Year | Month     | Year |                       |
|                                 |                                |      |           |      |                       |
|                                 |                                |      |           |      |                       |
| <b>Post Code</b>                | <b>Type of Business:</b> _____ |      |           |      |                       |
| <b>Contact</b>                  |                                |      |           |      |                       |

\*Note - If there are more than five positions please use additional paper.

**CONVICTIONS / DISQUALIFICATIONS.**

**Have you ever been convicted of a criminal offence or disqualified from performance of professional duties? Yes / No**

*(Declaration subject to the Rehabilitation of Offenders Act)*

If Yes please give details:

I CERTIFY THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND COMPLETE.  
 I UNDERSTAND THAT IF ANY DETAILS ARE FOUND TO BE FALSE, ANY OFFER OF EMPLOYMENT MAY BE  
WITHDRAWN OR EMPLOYMENT TERMINATED.

I CONSENT TO THE DATA CONTAINED WITHIN THIS FORM BEING PROCESSED, BY THE RELEVANT COMPANY DIRECTOR/MANAGER, FOR RECRUITMENT PURPOSES ONLY AND ON THE UNDERSTANDING THAT IT WILL NOT BE DISCLOSED OR USED FOR ANY OTHER PURPOSE.

Please tick here if you want your details kept on file :

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_