

J Edwards Funeral Directors

APPLICATION FOR EMPLOYMENT

The role

Position applied for :

How did you hear about this vacancy?

Job Reference : (if applicable)

About you

Surname :

Forename(s) :

Address :

Phone Number (home) :

Mobile Phone Number :

Email address :

Are you age under 18? Yes No

Post Code :

Please state your height :

Do you hold a full, valid UK Driving licence?

Yes No

Have you worked for or applied to work for the Company before? Yes No

If yes, please give details including place of work, role, date and reason for leaving (as applicable):

Are you related to anyone who currently works for the Company? Yes No

If yes, please give details including their name, place of work and relationship to you :

Would this be your main job? Yes No

Are you looking for permanent work? Yes No

Do you have the right to work in the UK? Yes ** No

** If yes and there are conditions attached, for example start/finish dates, a limit on the number of hours you can work, please specify :

Note : You will be required to provide original documentation, and photocopies for the Company to retain, during the interview process to evidence your right to work. Please see the attached leaflet which provides full details.

How many hours would you like to work regularly each week? Min Max

We need to have staff in at the right time to meet the needs of our clients. This can include early and late shifts. Please indicate times that you would be willing and able to work each week :

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Your work history

Are you currently employed? Yes No

I am required to give my current employer _____ weeks notice

I am looking for a new job because :

Please give details of your current and previous employment/work experience, starting with the most recent :

Note : it is very important that you give full and accurate details as this information will be used to take up references

Dates From	To	Full company name, address and telephone number	Role and responsibilities	Reason for leaving and final salary

Please give details of any breaks in your employment history:

--

Your education

Please give information about your education and qualifications, starting with the most recent :
(documentary proof of your qualifications may be required)

Dates From	To	Place of study	Qualifications/subject(s) taken	Results

Your skills and training

Please tell us about any additional skills you have or completed training courses, which are relevant to your application – for example : fluent in a language other than English, first aid qualification etc

--

Please list any professional qualifications and/or job related certificates you hold :

	Date Achieved

Your life outside work/education

Please give details of your leisure activities/hobbies, including any community work or positions of responsibility outside work/education

--

Your references

Employment with the Company is subject to receipt of references satisfactory to the Company. We will ask your current and/or previous employer(s) to provide a reference and these will not normally be taken up until you have accepted our offer of employment.

Do you have any convictions not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended) ?

Yes No

If yes, please provide details of the offence(s) and date(s) of the convictions(s) :

Any additional information

Is there anything else you would like to tell us about yourself in support of your application?

Your Declaration

I declare that the information I have given on this form and in any supporting documents, is true, correct and complete to the best of my knowledge. I understand that any offer of employment is subject to satisfactory medical evidence of health and references; and that the Company reserves the right to withdraw any offer of employment or to summarily terminate my employment if the information given by me is found to be incorrect or misleading in anyway including withholding material information. Data Protection: I understand that the information I have provided will be held in confidence and used solely for recruitment and employment purposes.

Signed :

Date :

Thank you for completing this form.

Please ensure you have completed all sections of the form and signed and dated it above.

If you need any help in completing this form then please contact us.

Important : please return this form to either: J Edwards Funeral Directors, 13 St. Georges Walk, Waterlooville, Hampshire, PO7 7TU or J Edwards Funeral Directors, 96 Bedhampton Road, Bedhampton, Hampshire, PO9 3EZ