



## Charcroft Electronics Job Application Form

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form. You will be advised of the outcome of your application in writing. Please ensure the finished form is printed out, signed, dated and returned to the address given on the last page.

**Position applied for:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**First Name:**

\_\_\_\_\_

**Surname:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Home telephone:**

\_\_\_\_\_

**Work telephone:**

\_\_\_\_\_

**Mobile telephone:**

\_\_\_\_\_

**Email address:**

\_\_\_\_\_

**National Insurance number:**

**Sex:**

MALE  FEMALE

**Date of birth (optional):**

**Marital Status:**

SINGLE  MARRIED  
 SEPARATED  DIVORCED

**Do you have any children?**

YES  NO

**If YES then number and ages:**

\_\_\_\_\_

\_\_\_\_\_

**Where did you see this post advertised?**

\_\_\_\_\_

**Do you hold a current driving licence?**

YES  NO

**Do you smoke?**

YES  NO

**Is there anything concerning your medical history or state of health that is relevant to your application?**

YES  NO

**If YES then please give details:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you had any criminal convictions that have occurred in the past five years?**

YES  NO

**If YES then please give details:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How much notice do you need to give to your current employer?**

\_\_\_\_\_

**Do you have any existing holiday commitments?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Employment History

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so on a separate sheet.

**1. Employer Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Job title:** \_\_\_\_\_

**Brief description of duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for leaving / changing:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Employer Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Job title:** \_\_\_\_\_

**Brief description of duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for leaving / changing:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Employer Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Job title:** \_\_\_\_\_

**Brief description of duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for leaving / changing:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Employer Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Job title:** \_\_\_\_\_

**Brief description of duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reason for leaving / changing:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Interests and Hobbies

Please give brief details of your main interests and hobbies

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## References

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate

**1. Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**2. Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

## Declaration

By signing and returning this application form you consent to Charcroft using and keeping information about you provided by you, or third parties such as referees – relating to your application or future employment.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

## Thank you for completing the form.

Please return to:

**Charcroft Electronics Ltd**  
**Dol-y-Coed**  
**Llanwrtyd Wells**  
**Powys**  
**LD5 4TH**