



## APPLICATION FOR EMPLOYMENT

Please complete each section of this form as carefully and accurately as possible, in black ink using BLOCK CAPITALS. We will use the information you give to decide whether to invite you to the next stage of our selection process. All information will be treated in the strictest confidence.

If you are unable to complete this form in your own handwriting, please type, or alternatively, please answer the same questions in the same order on a separate sheet of paper.

### PERSONAL DETAILS

Mr/Mrs/Ms/Miss/Dr/Other Full Name: ..... <span style="display: block; text-align: center;">(Surname)</span>	..... <span style="display: block; text-align: center;">(Forenames)</span>
Address: ..... ..... ..... Post Code: .....	Home telephone No.: ..... Day telephone No.: ..... Mobile telephone No.: .....
May we contact you at work?                      YES/NO	Do you need a work permit to work in the UK? YES/NO
Please give an indication of your preferred working arrangements?                      FULL-TIME/PART-TIME	
Do you own a car                                      YES/NO Have you any endorsements                      YES/NO	Do you have a full current driving licence                      YES/NO If YES, please give details: .....

Please give details of any adjustments to the interview process you will need in order to attend an interview and specify the assistance required. Please also confirm any dates that you are unable for interview:	
What is your preferred location? .....	How did you learn of this vacancy? .....

### HEALTH

We want to look after the Health & Safety of all our staff and customers. Please give details of any ill health, allergies or medications that may affect your ability to perform the job you have applied for. ..... ..... Give nature and date of any serious illnesses, accidents or operations: ..... ..... Please give details of the time you have taken as sickness over the past 2 years, giving reasons: ..... ..... Do you have any disabilities (including deficient eyesight etc.) If YES, please give details: ..... Do you smoke?..... If so, how many per day?.....
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## ACADEMIC/PROFESSIONAL QUALIFICATIONS

State: CSE / GCE 'O' level / GCE 'A' Level / GCSE / Plus subject & Grade against each below

Qualification CSE / GCE / GCSE	Subject	Grade

Do you have a degree? YES/NO Classification:

If you have any other qualifications or training relevant to your application, please give details below:

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Note: Evidence of qualifications will need to be produced as part of the interview procedure.

## EMPLOYMENT HISTORY

If you are currently in employment, what period of notice are you required to give your employer?

Why do you wish to leave this employment?

What is your current salary?

## ADDITIONAL COMMENTS

Please use this space to write any additional information that will support your application. You may use additional paper if you wish.

## EMPLOYMENT HISTORY *(Present position first)*

**Present/previous employer:**

Address:

Starting Date:

Leaving Date:

Job Title:

Final Salary:

Main duties/responsibilities & achievements:

Reason for leaving (if no longer employed):

Why are you considering leaving?

**Previous employer:**

Address:

Starting Date:

Leaving Date:

Job Title:

Final Salary:

Main duties/responsibilities & achievements:

Reason for leaving:

**Previous employer:**

Address:

Starting Date:

Leaving Date:

Job Title:

Final Salary:

Main duties/responsibilities & achievements:

Reason for leaving:

**Previous employer:**

Address:

Starting Date:

Leaving Date:

Job Title:

Final Salary:

Main duties/responsibilities & achievements:

Reason for leaving:

## EXPERIENCE AND CAREER ASPIRATIONS

Why do you want to join to London Cool?

Describe the experience that you have gained which is particularly relevant to the position you have applied for.

What do you consider to be your main achievements?

Is there anything else you would like to tell us to support your application?

## LEISURE INTERESTS

Please give details of how you spend your spare time and why you enjoy them  
(Mention any positions of responsibilities you hold or have held.)

Any achievements or distinctions whether educational, sporting, social or creative

## REFERENCES

Please give details of two references, one of which must be your most recent or present employer.

References will not be taken up with your present employer prior to your verbal or written communication.  
We reserve the right to take up references from any previous employer(s).

Name: .....  
Occupation: .....  
Address: .....  
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Post Code: .....  
Tel No: .....  
Fax No: .....

Name: .....  
Occupation: .....  
Address: .....  
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Post Code: .....  
Tel No: .....  
Fax No: .....

*I confirm that the information give on this form and any CV which supports my application is, to the best of my knowledge, true and complete. I understand that any false statement, or deliberate omission, may be sufficient cause for rejection or, if employed, dismissal. I understand that any offer of employment will be subject to satisfactory references and medical questionnaire completion.*

Signed: .....

Date: .....