



HICHROM

1 The Markham Centre, Station Road, Theale, Reading, Berkshire, RG7 4PE, ENGLAND
Tel: 0118 930 3660 email: recruitment@hichrom.co.uk



Confidential - Application for Employment

Please complete this form in black ink, accurately and in full, as it forms the initial stage of our selection procedure.

Position applied for: _____ Vacancy ref: _____

Personal details

Surname: _____ Title (eg Mr, Miss, Mrs, Dr.): _____

Forenames: _____

Home address: _____

Postcode: _____ email: _____

Tel (Home): _____ Tel (Mobile): _____ Date available to start work: _____

Education and qualifications

Please give as much detail as you can. Use more than one line if you need to and continue on a separate sheet if necessary.

Dates: from/to	Secondary school/college/university	Examinations taken (Subjects and grades)

Professional qualifications/Practical training

Please state whether full-time, part-time or evening classes. Please include date and educational bodies.

Interests, hobbies and spare time activities

Please tell us about your leisure activities and hobbies. Please give as much information as possible and include details of any voluntary or charity work.

Employment experience

Write down your previous work history starting with your most recent employment. Please include details of part-time and vacation work and give details of, and explanations for, any time you were not working. Please continue on a separate sheet if necessary.

Dates: from/to	Name and address of employer	Job title/brief nature of duties/reason for leaving	Final salary

Additional relevant information

Please say why you consider that you could successfully perform the duties of the post and include any further details about yourself, eg. your experience, aptitude, ambitions etc., that you consider relevant to this application. Please continue on a separate sheet if necessary.

References

Give the names, addresses and telephone numbers of two people we can contact for references. One or both of these referees must be able to comment on your knowledge and experience and your ability to do the job you have applied for.

1

Tel:

2

Tel:

Referees will not be contacted without your further consent.

I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signature:

Date: