

SPARKS ELECTRICAL WHOLESALERS LTD

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www.sparksdirect.co.uk

IN CONFIDENCE

Job Title:

Please complete this form and return it to the above address

While we would welcome a copy of your C.V. where it provides additional details, this form must still be completed for your application to be considered.

Please use **BLACK INK** as this form may be photocopied

Surname		Title
Forenames (in full)		
Previous Names (if applicable)		
Date of Birth	Age	Place of Birth
Nationality at Birth		Present Nationality
Have you ever possessed any other nationality or citizenship? Yes/No If Yes, please give full details with dates		
Do you hold any of the following showing eligibility to work? (please √ each relevant one) UK birth certificate Passport Work permit		
Permanent address		
		Postcode
Tel: (home)		Tel: (work)
Email		Tel: (mobile)
How many years at present address?		
DISABILITY AND INTERVIEW ARRANGEMENTS		
Do you consider yourself to have a disability? (we are using the word "disability" to include people with obvious disabilities and those with invisible disabilities or persistent health problems) (please √) Yes () No () If yes, please detail:		
Are there any arrangements we could make to assist you if selected for interview?		
DRIVING LICENCE		
Do you have a full UK Driving Licence? (please √) Yes () No () If yes, do you have any endorsements? (please √) Yes () No () If yes, please give full details of each endorsement below: (if necessary continue on an additional sheet and attach)		
CRIMINAL RECORD		
Do you have a criminal record? (please √) Yes () No () If yes, please give details of any convictions or Court Martial convictions, outstanding summons or prosecutions (except spent convictions under the Rehabilitation of Offenders Act 1974 (if necessary continue on an additional sheet and attach)		

Surname and initials					
QUALIFICATIONS OBTAINED AT SCHOOL (specify level and subjects with grade/mark band) NB If non-UK schooling (age 14+), please give details on separate sheet.					
'O' Levels/GCSES or equivalent					Date obtained
'A' Levels or equivalent					Date obtained
FURTHER EDUCATION					
Dates		University, College or Polytechnic	Subjects in Final Examination	Subject and title of Degree with Class and Division	Date awarded/ expected
From	To				
EMPLOYMENT HISTORY					
Please give details of your previous posts starting with the most recent first..					
Dates (Months/Year) From To		Name and Address of Employer	Give details of the position(s) held and the nature of the work if relevant to this application.	State reason for leaving	
Present or most recent post					
Present or most recent annual salary £					
Previous posts: (if necessary continue on a separate sheet and attach)					

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Surname and initials

SKILLS & EXPERIENCE: This section gives you the opportunity to describe your experience and skills which are relevant to the job you are applying for. You should refer to the job description and specification ensuring you highlight any information which supports your application. Think carefully about how you meet the job requirements, considering your achievements and experience gained in previous paid or unpaid employment, outside interests and any other activities. This information is important part of the selection process.

Please continue on a separate sheet and attach if you require additional space

TIME NOT ALREADY ACCOUNTED FOR

Give details of any time not already accounted for (including unemployment) – if necessary please continue on a separate sheet

REFERENCES

Please give details of three referees. At least one referee should be from your last employer/college/school. If you do not wish an approach to referees to be made at this stage, please enter a cross in the boxes below.

First Referee <input type="checkbox"/>	Second Referee <input type="checkbox"/>	Third Referee <input type="checkbox"/>
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Post Code _____	Post Code _____	Post Code _____
Tel _____	Tel _____	Tel _____
Position _____	Position _____	Position _____
Relationship to you _____	Relationship to you _____	Relationship to you _____

I can confirm that to the best of my knowledge the above information is correct. I accept that providing false information or withholding information may result in dismissal.

Signature

Date

Thank you for completing and returning this form.