

Private and Confidential
Application Form

**Coopers of Stortford /The Enterprise Department Ltd, 400 Avenue North, Great Notley,
Braintree, Essex, CM77 7AF**

We are committed to equality and welcome applications from all sections of the community

Please complete in own handwriting

I am applying personally for employment with Coopers of Stortford & The Enterprise Department Limited.

I confirm that the information given on this form is correct to the best of my knowledge.

If you wish to apply using an alternative format please contact
the Human Resources Department

Position applied for:

Personal Details

Title: (Mr/Mrs/Miss/Ms/Other)	
Surname:	Home telephone number:
Forenames:	Daytime telephone number:
Home address:	

Right to work in the UK (Asylum & Immigration Act 1996)

If you are invited to interview please could you bring along original proof of your right to work in the UK. The list below may help in providing such documents. A full list can be found at the government website www.ind.homeoffice.gov.uk

ONE of these documents	
<ul style="list-style-type: none">• A UK or European Economic Area Passport• A UK residence permit issued from an EEA country or Switzerland• A UK Endorsed travel document	
OR <ul style="list-style-type: none">• A document with evidence of a permanent National Insurance number (P45, P60) <u>And one of the following</u>• A full birth certificate• A certificate of naturalisation/registration as UK citizen• An endorsed letter from the Home Office	OR <ul style="list-style-type: none">• A work permit issued by Work Permits UK <u>And one of the following</u>• A passport or travel document endorsed by the UK Home Office• An endorsed letter issued by the Home Office

I can provide confirmation that I am legally entitled to work in the UK Yes No

Education and Training

Name of Secondary School, College, University etc	From	To	Subjects & Qualifications	Grade Achieved

Work related skills (NVQ's, diplomas, etc.):

Training courses undertaken during employment (not necessarily resulting in a qualification), e.g. computer literacy, fork lift training.

Employment History

Present or last employment details

Name and address of employer:

Nature of business:

Your job title:

Brief details of the work you carried out. Include details of responsibilities and achievements.

Date joined company:

Date appointed to present (last) job:

If no longer with the company, please supply leaving dates and reasons:

Gross annual salary (current or on leaving).

Does this figure include any bonus payments? Yes No (please tick one)

Notice period required:

Date available to start employment:

Previous Employment

Please list all your previous jobs with dates to the nearest month starting with the most recent. Please account for any gaps in employment. You should include all periods of work experience, work placements or voluntary work (using a separate sheet for additional space if required).

Employers name and address	Type of business	From	To	Position held	Reason for leaving

Do you work in any other capacity e.g. second job? Yes No (please tick one)

Please explain why you are applying for the position, tells us about your skills, knowledge and experience which relate to the role you are applying for.

Please add any additional information you wish in support of your application.

Hobbies and Interests

Have you made an application to the company before? Yes No (please tick one)

If yes, please give details of when and for which position:

References

All appointments are subject to satisfactory references. Please provide details of at least your last two years employment including your current or most recent employer. If unemployed or studying please give details.

Reference 1

Referee's name:

Position:

Company:

Email address:

Contact tel. no.:

Address:

Reference 2

Referee's name:

Position:

Company:

Email address:

Contact tel. no.:

Address:

Please state whether we may approach these referees at anytime or only after an offer of employment has been made: At any time Only after acceptance of an offer

Have you ever been convicted of a criminal offence (which is not a spent conviction within the terms of Rehabilitation of Offenders Act 1974)?

Yes No (please tick one)

If yes please give details:

Applications will be considered on merit and ability

How / Where did you learn of the vacancy?

Declaration

I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period. I am in agreement that the information in this application form may be processed by Coopers of Stortford/ The Enterprise Department Limited in accordance with the Data Protection legislation.

Signature:

Date:

**If you wish to attach your Curriculum Vitae to this application form please do.
Please return to the Human Resources Department at
Coopers of Stortford/The Enterprise Department, 400 Avenue North, Great Notley,
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