

# EMPLOYMENT APPLICATION

## For David James Estate Agents

<b>EMPLOYMENT</b>			
Position applied for:		How did you hear of the vacancy?	
Have you worked for us before?      YES/NO		If yes, when?	
Have you any relatives working for us? YES/NO		If yes, who?	
<b>PERSONAL</b>			
Surname:		First Name(s):	
Present Address: .....			
.....			
.....			
Telephone (home):		(Mobile)	
Date of Birth:		Marital Status:	
Do you have a current driving licence?   YES/NO			
What would be your method of transport to work?			
<b>SECONDARY SCHOOLING</b>			
Name & Address of Establishment	From	To	Examinations passed, with grades
<b>TECHNICAL, FURTHER OR UNIVERSITY EDUCATION</b>			
Name & Address of Establishment	From	To	Qualifications obtained, with grades

## PRESENT EMPLOYMENT

Reference will not be taken up without prior approval

Name and Address of Employer: ..... .....		Nature of Business:	From:
Position Held:	Current Salary, Bonus and other Benefits:		
Notice Required:	Reason for wishing to leave:		

Please detail your present duties and responsibilities:

## EMPLOYMENT HISTORY

(Prior to present employment, starting with the most recent)

From:  To:	Name, Address & Nature of Business	Positions Held & Brief Description of Duties
	Leaving Salary	Reasons for leaving
From:  To:	Name, Address & Nature of Business	Positions Held & Brief Description of Duties
	Leaving Salary	Reasons for leaving
From:  To:	Name, Address & Nature of Business	Positions Held & Brief Description of Duties
	Leaving Salary	Reasons for leaving

**ADDITIONAL DETAIL**

Please add anything further to support your application including any skills, licences eg. Forklift, H.G.V. or training courses which are appropriate to the job you are applying for:

**INTERESTS**

Please give details of interests and hobbies, membership of clubs and societies, etc.

**MEDICAL HISTORY**

Have you suffered any serious illness or accidents, or are you receiving any medical treatment that may affect any employment with us? YES/NO

If YES, please give details and dates:

Are there any reasonable working adjustments you would need us to make to accommodate your health? YES/NO

If YES, please give details:

**Please be advised that any employee or potential employee may be required to attend a medical examination/health assessment.**

**REFERENCES** Please give details of two employment referees who we could approach for references:

Name:	Name:
Occupation:	Occupation:
Address:	Address:

**DECLARATION**

The details described in this application and any supporting information is, to the best of my knowledge, true and complete.

I understand that giving false information or failing to disclose relevant information may later render me liable to summary dismissal if I take employment with the Company. I also understand that the Company is permitted to hold personal information about me as identified on this application form as part of its personnel records and may disclose such information to third parties as part of the recruitment process. This applies to information held, used or disclosed in any medium.

Signature: ..... Date: .....