



CSL Business Machines

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 28 - 34 Hinckley Road
 Leicester. LE3 0RA
 Tel: 0116 255 1000
 Fax: 0116 233 3224

NOTTINGHAM
 No.2 The Embassy, 1 Lawrence St
 Long Eaton. NG10 1JY
 Tel: 0115 962 2225
 Fax: 0115 972 4270

MARKET HARBOROUGH
 84 St. Mary's Road
 Market Harborough. LE16 7DX
 Tel: 01858 433499
 Fax: 01858 408265

COVENTRY
 Tel: 0247 652 5343 • Fax: 0247 652 5344
 Email: sales@the cslgroup.com • www.thecslgroup.com

APPLICATION FOR EMPLOYMENT

Please complete in BLOCK CAPITALS

Please Address your reply to

Position Applied For.....

Section A - Personal Particulars

Full Name:.....

Address.....

.....

.....

Home Tel. No..... Work Tel. No

Email Address;

Mobile No

Section B1: Education & Qualifications

Please give details of Names & Dates of schools attended since the age of 11

Name & Address of School	Type of School	Dates Attended	Qualifications Gained & Grades

Section B2: Further & Higher Education

Please give details of all further & higher education since leaving school. Include training courses & relevant qualifications.

University/College/Institute	Dates	Subject(s) Studied	Qualifications

Professional Associations: Please state whether you are a member of any technical or professional association, and if so, which.

Section C: Employment History

Please list in reverse order all the organisations for which you have worked in the last 20 years:

Employer Name & Address	Dates	Position Held	Salary (starting/leaving)	Reason for leaving



Section F: Availability

How much notice are you required to give to leave your present employer?

Please give details of any holidays arranged

Section G

If invited to interview are you able to present evidence of your National Insurance Number (i.e original P45, Payslip of National Insurance Card (this information is required under Section 8 of the Asylum and Immigration Act 1996

Yes No

Section H: References

Details of Referee 1	Details of Referee 2

Section J: Declaration of Applicant

I confirm that the above information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

Signed..... Dated.....

Interview Record - For Office Use Only

Interviewed by:..... Date:

Comments/Areas to examine

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Decision (tick as applicable) Reject Further Interview Accept

Interviews report and reasons for decision

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Rejection letter sent on

Appointment Record (to be completed when there has been an offer of employment)

Conditional Offer Letter sent Requests for References sent.....

Response:
Acceptance/Refusal/No reply

Response
Good/Satisfactory/Suspect/Unsuitable

Starting Date Starting Salary

Job Title..... Grade.....

Other Comments.....

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