



## CSL Business Machines

LEICESTER  
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@thecslgroup.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 &amp; Dates of schools attended since the age of 11

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

**Section B2: Further & Higher Education**

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

University/College/Institute	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	Position Held	Salary (starting/leaving)	Reason for leaving



**Section C (continued)**

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

**Section D: Health**

Are you in good health? If no please give further information Yes  No

Are you registered disabled? If yes please give Registration Number Yes  No

Have you ever suffered from any serious illness or major operation. If yes please give details..... Yes  No

**Section E: Supplementary Information**

Do you own a current Full Driving Licence Yes  No

Does your licence carry any current endorsements. If yes please give details. Yes  No

Have you ever been convicted of a criminal offence. If yes please give details (which is not a spent conviction under the Rehabilitation of Offenders legislation) Yes  No

Do you have any commitments which may limit your working hours? (i.e. local government, military reserve etc) Yes  No

Are you willing to work overtime & weekends when required? Yes  No

Salary range expected.....

Where did you hear of this vacancy? .....

**Section F: General Information**

Please give any details of any skills, experience or achievements which you feel maybe relevant in your application for employment. This includes any hobbies, interests and activities you take part in. Continue on a separate plain sheet of A4 if needed.

Have you ever worked for this organisation before? Yes  No   
 If yes please give details & any reason for leaving.

**Section G: Availability**

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

Please give details of any holidays arranged .....

**Section H**

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 J: References**

Details of Referee 1	Details of Referee 2

**Section K: 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 .....

.....

.....

Decision (tick as applicable) Reject  Further Interview  Accept

Interviews report and reasons for decision .....

.....

.....

.....

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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