

Application for Employment

Colex International Limited

Confidential

| | | |
|----------------------|------------------------------|--|
| Position applied for | Title (Mr/Mrs/Miss/Ms/other) | |
| | Forename(s) | |
| | Surname | |
| | National Insurance No. | |
| Address | | |
| | | |
| | | |
| Postcode | | |
| Tel. No. (home) | | |

IMPORTANT NOTE (AIR FREIGHT SECURITY)

Candidates must complete this job application form giving full details of education, training and employment during the preceding 5 years or since reaching the age of 16, whichever is the shorter period. This is a minimum so include all relevant details.

GENERAL EDUCATION (Please give details of schools attended in date order)

| Date from | Date to | Name & address of schools (secondary education only) | Type of school |
|-----------|---------|--|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

FURTHER EDUCATION AND TRAINING (Please give details of education/training since leaving school)

| Date from | Date to | Name & address of University, College, Polytechnic, Institute, etc. | Part or Full time | Course title or subjects studied |
|-----------|---------|---|-------------------|----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

EXAMINATION RESULTS & QUALIFICATIONS OBTAINED

| Date | Subject | Examination | Grade | Date | Subject | Examination | Grade |
|------|---------|-------------|-------|------|---------|-------------|-------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

If further space is required, please use the NOTES section on the back page

| DETAILS OF PRESENT OR LAST EMPLOYER | | | |
|-------------------------------------|---|----------|--|
| Date from: | | Date to: | |
| Company Name | | | |
| Address | | | |
| | | | |
| | | | |
| Nature of Business | | | |
| Position/Job Title | | | |
| Main duties | | | |
| | | | |
| | | | |
| Salary | £ | | |
| Responsible to | | | |
| Reason for leaving | | | |
| | | | |
| | | | |

| DETAILS OF PREVIOUS EMPLOYERS (in reverse order) | | | |
|--|--|----------|--|
| Date from: | | Date to: | |
| Company Name | | | |
| Address | | | |
| | | | |
| Nature of Business | | | |
| Position/Job Title | | | |
| Main duties | | | |
| | | | |
| | | | |
| Responsible to | | | |
| Reason for leaving | | | |
| | | | |

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| | | | |
|--------------------|--|----------|--|
| Date from: | | Date to: | |
| Company Name | | | |
| Address | | | |
| | | | |
| Nature of Business | | | |
| Position/Job Title | | | |
| Main duties | | | |
| | | | |
| Responsible to | | | |
| Reason for leaving | | | |
| | | | |

| | | | |
|--------------------|--|----------|--|
| Date from: | | Date to: | |
| Company Name | | | |
| Address | | | |
| | | | |
| Nature of Business | | | |
| Position/Job Title | | | |
| Main duties | | | |
| | | | |
| Responsible to | | | |
| Reason for leaving | | | |
| | | | |

| | | | |
|--------------------|--|----------|--|
| Date from: | | Date to: | |
| Company Name | | | |
| Address | | | |
| | | | |
| Nature of Business | | | |
| Position/Job Title | | | |
| Main duties | | | |
| | | | |
| Responsible to | | | |
| Reason for leaving | | | |
| | | | |

HEALTH

Do you have any medical condition that is likely to restrict your ability to undertake this job?

If so, please give details and state any adjustments that you might need in the job to overcome this restriction.

PRACTICAL SKILLS

Summarise job skills acquired and specialist training received

What qualities do you have which most suit you to the job you are applying for?

GENERAL

What are your main interests, sports and hobbies?

Have you ever been dismissed from employment?

(Please provide more detail in the notes page if necessary)

Have you ever been convicted of a criminal offence? (NB. Rehabilitation of Offenders Act 1974)

(Please provide more detail in the notes page if necessary)

Do you agree to references being taken up if your application is successful?

(The timing of reference requests will be agreed with you beforehand)

Do you require a permit to work in the UK?

(Please provide more detail in the notes page if necessary)

If yes, do you have a current permit to work?

(If yes, please provide the original along with originals of any other evidence that you are eligible to work in the UK.)

To meet our obligations under the Data Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by Colex International Limited for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998.

I confirm the information given in this form is correct and understand that it will be used in the selection process. I also understand that misleading statements may be sufficient grounds for cancelling any agreements made.

Signature:

Date:

[illegible]

INTERVIEWER'S COMMENTS: