



As this form may be photocopied, please complete all sections of this form in **black** ink or type. If any space is insufficient, please attach an additional sheet clearly stating your name and post applied for.

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Position applied for

Where did you hear about the position?

A) PERSONAL DETAILS

Title

Mr/Ms/Mrs

Surname

Forenames

Address

Postcode

Telephone numbers

Home

Work

May we contact you at work with discretion? Y/N

Mobile

Email address

B) EMPLOYMENT HISTORY/QUALIFICATIONS

Present / most recent employer

Name & address of employer	position held	from	to	salary	Reason for leaving

Previous employment (list most recent first)

Name & address of employers	position held	from	to	salary	Reason for leaving

Qualifications (please list all qualifications relevant to this post)

Examination taken	year	result

You will be required to produce original certificates for all qualifications listed above

Courses / training attended

Brief details of courses	date

C) RELEVANT SKILLS & EXPERIENCE

Please state below your relevant skills and experience for the position applied for. Continue on a separate sheet if necessary, and/or attach your CV, and/or attach your job description for your most recent position.

D) REFERENCES

Please provide two employment references (one of whom must be your present or most recent employer). If you have been a student, one of your referees should be your tutor or Head of Department. Please do not include relatives. If you have a query about a referee please contact us for clarification.

Reference 1

Name			
Job title			
Address			
Post code			
Contact number		Email address	

Reference 2

Name			
Job title			
Address			
Postcode			
Contact number		Email address	

E) FURTHER INFORMATION

a) Driving

Do you hold a full (not provisional) UK or European driving licence?

YES / NO

You will be required to provide original documentation.

Any points on your licence?

YES / NO

If yes, please give details

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b) Extracurricular Activities + hobbies

c) Ability to work in UK

Do you require a valid work permit to work in the UK?

YES / NO

d) Absence

State number or days absent through illness / injury in last two years. Please explain any single periods of absence which have lasted more than 10 days

e) Notice Period in current position

f) Disability

Do you consider yourself to have a disability under the Disability Discrimination Act 1995?

(A physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities). If you require further information please call the DDA helpline on 08457 622633

YES / NO

g) Criminal Convictions

Do you have any unspent criminal convictions?

YES / NO

If yes, give details unless exempted under the Rehabilitation of Offenders Act 1974

The information on this form will be used in accordance with the Data Protection Act 1998 to consider my employment by Matrix Travel Management and, if appointed, may be processed by computer or form the basis of manual records.

I consent to the information being used for this purpose. Signature _____

F) DECLARATION

The information given by me on this application is, to the best of my knowledge and belief, true and correct. I also understand that any misrepresentation by me will result in the withdrawal of any offer of employment or my employment being terminated without obligation of liability on the part of the company other than for services rendered.

Signature

Date

Forms returned electronically must be signed by the candidate on taking up a post with Matrix Travel Management

Your application will be carefully considered and you will hear whether we will invite you for interview once we have drawn up our shortlist.