

# APPLICATION FORM

Information given on this form will be treated in strict confidence.  
PLEASE PRINT IN BLOCK CAPITAL LETTERS USING BLACK INK

Position applied for:
-----------------------

Ref (Office use only)
-----------------------

## PERSONAL

Surname:	First names:
Preferred title (e.g. Mrs, Miss, Ms, Mr):	Known as:
Address:	
Home telephone number:	Work telephone number:

## EMPLOYMENT HISTORY

From	To	Name and address of present or most recent employer	Position(s) held	Reason for leaving
What is your notice period?				Current Salary:

From	To	Employment over last 10 years, starting with most recent	Position(s) held	Reason for leaving

## SECONDARY EDUCATION

Name of School/College	From	To	Qualifications (including grades)

## FURTHER/HIGHER EDUCATION

Name of School/College	From	To	Qualifications	Grade/Level

## VOCATIONAL/PROFESSIONAL/ TECHNICAL TRAINING COURSES

--

## MEMBERSHIP OF PROFESSIONAL BODIES

State grade of membership and date admitted.
--

What attracts you to this position?

Please summarise the relevant duties and responsibilities you have held in relation to this position, emphasising specific experience, where appropriate.

Please summarise personal strengths, attributes and achievements in relation to the position for which you are applying.

Please give a brief outline of your future plans and objectives.

## SOURCE

Please state where you saw this vacancy.

## RELATIVES OF DIRECTORS OR OFFICERS

Are you related to any Director or Officer within the Sherwood Group? **YES / NO**

If yes, please provide details.

## INTERESTS

What activities outside work interest you? (Please include membership of clubs and institutions and any positions of responsibility you hold).

## TRANSPORT

Do you hold a current driving license? **YES / NO**

Have you any current endorsements/disqualifications? If yes, please specify **YES / NO**

Do you have your own car available for work purposes? **YES / NO**

## HEALTH/DISABILITY

Please outline any special arrangements that we would need to make, were you to be invited to an interview.

## REFERENCES

Please give two referees, one from your present employer and one from your previous employer. Your present employer will NOT be contacted unless you are offered employment with us.

Students should give the names of Head Teacher or Tutor as appropriate.

Name:

Name:

Title:

Title:

Company:

Company:

Address:

Address:

Telephone number:

Telephone number:

## DECLARATION

"I declare that all information I have provided is correct and accurate. I understand that any false information provided on this application form or supporting information may lead to dismissal".

Signed:

Date:

When completed, please return this form to:

THE SHERWOOD GROUP, HADDEN COURT, GLAISDALE PARKWAY, GLAISDALE DRIVE WEST, NOTTINGHAM. NG8 4GP