

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Please print this form and complete **BY HAND** SECTIONS 1-5 of this form and return it to:

**The Human Resources Department
G. Burley & Sons Ltd
Burleys Corner
South Holmwood
Dorking
Surrey, RH5 4LJ**

For Burleys use only

POSITION APPLIED FOR:

1. PERSONAL DETAILS

Title: Family Name:

Forenames:

Home Address:

Postcode:

Home telephone number:

Mobile telephone number:

E-mail address:

Are you required to hold a work permit in the UK?

Please tick as appropriate

YES NO

Are you subject to any conditions restricting your entitlement to work in the UK?

Please tick as appropriate

YES NO

If YES, please give details:

2. REFEREES

Please provide details of a referee who will be able to confirm your suitability for employment by Burleys. Please note, this should be your present or most recent employer, unless you have not worked before.

Referee's Details

Name:

Address:

Telephone number:

Fax number:

Position held by referee:

I give my permission for my referee to be contacted prior to interview:

Please tick

YES

NO

All offers of work at Burleys are subject to the company being satisfied with references supplied.

3. PRESENT (or most recent) EMPLOYMENT

Please give details of your present or most recent employment. If you have recently left full time education or have not worked before please go to section 4.

Job Title:

Name of employer:

Address of Employer:

Date started:

Notice period required:

Date finished (If applicable):

Reason for leaving:

Brief description of duties:

Basic wage or salary:

Additional allowances:

4. DRIVING

Do you hold a current full UK or EU driving licence?

YES

NO

If YES, what was the date on which you passed your test?

Does your driving licence have any current endorsements?

YES

NO

If YES, and you are successful in your application, you will be required to give details.

Please give details of relevant driving experience. (e.g. types of vehicle, trailers, HGV or agricultural plant):

5. DECLARATION & AUTHORISATION

By signing this application form I give permission for the information provided to be verified in order to establish my suitability for employment by G. Burley & Sons Ltd.

I agree that the information on this form may be used for registered purposes only and will be stored subject to the Data Protection Act 1998.

Signed

Date

I hereby certify that the information given to you on this application form is correct to the best of my knowledge and that any false or deliberately misleading information given will cause my application to be withdrawn or, if appointed, I will be subject to immediate dismissal without notice.