

TORQUELEADER

APPLICATION FOR EMPLOYMENT

Torqueleader is a registered trademark of MHH Engineering Co Ltd. We are an equal opportunities employer and it is the intention of the company to recruit staff regardless of sex, handicap, marital status, creed, colour, race, ethnic origins, sexual orientation or age

Date:

Reference No:

For the attention of the applicant - ALL SECTIONS & BOXES MUST BE COMPLETED

PERSONAL

Surname		Title	Forenames	
Address			Telephone Numbers	
			Private:	Business:
Postcode			Nationality:	Are you eligible for Employment in UK Y/N <input type="checkbox"/>
Marital Status		Dependent Children		

Do you have a current driving licence? Y/N Is it clean Y/N If NO, give details

Have you ever been convicted of any criminal offence? Y/N

EMPLOYMENT

Position applied for:	
Pay expected:	£ per
Would you work full-time? Y/N <input type="checkbox"/>	Part-time - state days/hours
If offered this position, will you continue to work in any other capacity? Y/N <input type="checkbox"/>	
Have you previously worked for us? <input type="checkbox"/>	Y/N If YES, when?
On what date would you be available for work?	

EDUCATION

Schools	from	to	Examination and results
College/University	from	to	Courses and results
Further education and formal training	from	to	Courses and results

Professional Membership and Qualifications

Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job

What do you consider are the major achievements in your career to date?

EMPLOYMENT HISTORY

List below your last three employments – **ending with the most recent**

Name and address of Employer 1	From Mon Yr	To Mon Yr	Starting Salary	Leaving Salary
			£ per	£ per
Job Title: Describe the work you did: Reason for leaving:				
Name and address of Employer 2	From Mon Yr	To Mon Yr	Starting Salary	Leaving Salary
			£ per	£ per
Job Title: Describe the work you did: Reason for leaving:				
Name and address of Present or Last Employer 3	From Mon Yr	To Mon Yr	Starting Salary	Leaving Salary
			£ per	£ per
Job Title: Describe the work you did: Reason for leaving:				

Subject to offer of employment, I hereby give permission for Torqueleader to contact the employers listed above for references

****Signed**

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s)

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PERSONAL REFERENCES

Please give details of two people (not relatives or former employers) we could approach for references:

Name	Name
Occupation.....	Occupation.....
Address	Address
.....
.....
Telephone.....	Telephone.....

I confirm that I have read and understood this form.

The facts that I have completed on this application form are true and complete in all details to the best of my knowledge and belief and there is no fact or particular which I have not disclosed which could reasonably affect the decision of the company to employ me.

I accept that if I have made a false statement or failed to disclose any relevant information, the company shall be entitled to summarily terminate my employment as soon as such fact becomes known to them.

****Signature**..... **Date**

****BOTH SECTIONS ABOVE MUST BE SIGNED BY THE APPLICANT**

For office use only

INTERVIEWERS

Interviewer ----- Date -----

Comments

Interviewer ----- Date -----

Comments

REFERENCE CHECK

Position No. *	Results of Reference Check
1	
2	
3	

• as per page 3

form EA 03/11/2010