



Job Application Form Private & Confidential

Thank you for your interest in a career at Fairgrove. It is extremely important to us that successful applicants are a good fit with our business and therefore it is equally important that you provide all the information we request.

We believe that if you are serious about this application then it will be worth you spending the time needed to fully complete our application form. **DO NOT** substitute a CV for answering any questions on this form.

Please read the instructions carefully before completing your application. This form is your opportunity to impress us.

We will only progress your application if you have FULLY completed this form as instructed. We are happy for you to duplicate employment and education pages if you don't have enough space to provide additional information. **DO NOT** refer to a CV or other document.

Instructions

Please **PRINT** & complete clearly **every** section in your **OWN HANDWRITING**

Position applied for:		Would you work Full Time	Yes	No
Salary Expected:		If offered this position will you continue to work in any other capacity?	Yes	No
When would you be available to start?		If Part Time state days/hours	Days	Hours
Where did you hear about this vacancy?		Have you previously worked for Fairgrove?		

Personal Details

Title: Dr,Mr,Mrs,Miss	Forename(s)		Surname:	
Home Address:				
Postcode:				
Email Address:				
Private Telephone:	Mobile Telephone:			
Do you hold a valid CSCS card?	Yes	No	If yes expiry date	Type:
Do you hold a valid 1 st aid certificate?	Yes	No	If yes expiry date	Type:
Do you smoke?	Yes	No	NB: Fairgrove operates a NO SMOKING policy (including Vapour devices) on all premises	
Do you have holidays booked?	Yes	No	Dates:	
Are you legally eligible for employment in the UK?	Yes	No	Do you have proof of eligibility to work in the UK?	Yes No
Do you have a relevant current driving licence?	Yes	No		
Please give details of any current or pending driving offences or endorsements below				
Please detail any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974) below				

Employment Details

List below present & past employment history, beginning with your most recent.

Please provide a minimum of 10 years and 3 previous employers (unless of course you haven't been working that long).

Name & Address of Employer:		
		Postcode
Type of Business:		Telephone Number:
Job Title:		Name of Manager
From MM/YY		To MM/YY
Starting Salary:		Leaving Salary:
Describe the work you did		
Reason for Leaving:		

Name & Address of Employer:		
		Postcode
Type of Business:		Telephone Number:
Job Title:		Name of Manager
From MM/YY		To MM/YY
Starting Salary:		Leaving Salary:
Describe the work you did		
Reason for Leaving:		

Name & Address of Employer:		
		Postcode
Type of Business:		Telephone Number:
Job Title:		Name of Manager
From MM/YY		To MM/YY
Starting Salary:		Leaving Salary:
Describe the work you did		
Reason for Leaving:		

Please describe any other work you have been involved in eg, Voluntary, Freelance, Project Work etc....

Dates/Duration	Description

Education, Qualifications, Training

Beginning with the most recent, give details of your education, qualifications & training to date. Include under **Details** the establishments you attended. **No matter how long ago it was please provide all education and qualification details from Secondary School to current.**

Establishment Details	Dates From/To	Qualifications/Grades Gained:

IT Ability delete as appropriate

Outlook	Basic	Intermediate	Advance	Expert	CAD	Basic	Intermediate	Advance	Expert
Word	Basic	Intermediate	Advance	Expert	Design	Basic	Intermediate	Advance	Expert
Excel	Basic	Intermediate	Advance	Expert	3D Printer	Basic	Intermediate	Advance	Expert
Powerpoint	Basic	Intermediate	Advance	Expert	Kitchen Design	Basic	Intermediate	Advance	Expert
Accounts	Basic	Intermediate	Advance	Expert	Microsoft Teams	Basic	Intermediate	Advance	Expert

Experience

Outline particular experience from previous positions, or in activities outside of work that you feel show your aptitudes & suitability for the position applied for

Hobbies & Interests

Give details of your main interests & the depth which these are pursued

Additional Information

Give any further information which you think may assist us in considering your application

References

Please provide names, addresses & occupations of two referees (not relatives), preferably previous employers whom we may approach with regard to your application at an appropriate & later date after obtaining your permission

Name		Name	
Occupation		Occupation	
Address		Address	
Email		Email	
Telephone		Telephone	

I declare that to the best of my knowledge & belief the information provided in this application is correct & I consent to it being held on file under the terms of the Data Protection Act

Signature:

For Office Use Only

Application form evaluated by		Interview Date & Time	
Interview Notes			
Punctuality			
Presentation/Appearance			
Experience			
Action			
1 st Stage INTERVIEW 1			
2 nd Stage INTERVIEW 2			
3 rd Stage JOB OFFER			
Offer Details			