

Casa Romana Limited

APPLICATION FOR EMPLOYMENT

FOR OFFICE USE ONLY
Documents copied and checked by:

Name

Address

Postcode

Date of birth:

Age:

Date of application:

Home phone

Mobile

E-mail

National Insurance no.

Position applied for:

Full Time/Part Time?

We are required by law to confirm proof of identity so you will be required to provide valid national Insurance details/birth certificate/passport/work permit and other relevant documentation BEFORE you can start paid employment with us. We will copy them and return them to you as soon as possible. We cannot pay you any wages until we receive the proof of ID we require.

Are you legally eligible for employment in the UK? Yes/No

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974 or do you have a case pending? Yes/No

If 'Yes', please give dates and details

Is your ability to perform the particular job for which you are applying limited in any way?

If so, how can we work together to overcome this?

Do you have any serious medical conditions that we should be aware of? Yes/No

Details.....

Medication taken.....

This information is only used in case of emergencies, you may speak to the manager in private if you prefer.

Which of our sites would you prefer to work at?

On what date would you be available for work?

Do you have any hobbies/interests that you are committed to out of normal working hours?

If so, please list the days & times you are unavailable

EMPLOYMENT HISTORY - List below present and past employment, beginning with your most recent

Name and address of Employer	From	To	Job Title
	Describe your duties:		
Telephone	Reason for leaving:		
Reference/contact :			

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EDUCATION

Schools	from	to	Subjects and grades
College/University	from	to	Subjects and grades
Other training courses e.g food handling, customer care etc	from	to	Qualifications achieved

REFERENCES

Please give details of two people that we could approach for references. These must include your most recent employer and a previous employer. Your current employer will not be contacted unless a formal offer of employment has been made.	
Name	Name
Company	Company
Head Office Address	Head Office Address
Telephone	Telephone
The facts set forth in this application for employment are, to the best of my knowledge, accurate, true and complete. I understand that, if I am appointed and any of this information is found to be inaccurate, untrue or incomplete, this will be considered as gross misconduct and I may be liable to be dismissed. I hereby give permission to contact the employers listed above concerning my previous work experience and my suitability for this position for which I am applying.	
Date	Signature

OFFICE USE ONLY: Applicant contacted? Yes/No	How and when did you contact them?	Signature:
Interviewed? Yes/No	Date of interview:	Employment offered? Yes/No
Comments:		Signature: