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# M P MORAN & SONS LIMITED

Builders' & Plumbers' Merchants

## APPLICATION FOR EMPLOYMENT

### PRIVATE & CONFIDENTIAL

Return this form to: *Christine North*  
Human Resource Department

Ref. No: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

Surname:

Forename (s):

Title:

Address:

Postcode:

Telephone Number:

National Insurance Number:

Current driving licence? YES / NO

Details of endorsements:

Groups: Expiry date:

Are there any restrictions on you taking up employment in the UK? Yes  No

(If yes, please provide details)

### EDUCATION HISTORY

Schools:

Qualifications gained:

Colleges/Universities:

Qualifications gained:

Other training:

**OTHER EMPLOYMENT**

Please note any other employment you would continue with if you were to be successful in obtaining this position

**EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)**

<b>NAME AND ADDRESS OF EMPLOYER</b>	<b>JOB TITLE AND DUTIES</b>	<b>START/FINISH SALARY</b>	<b>REASON FOR LEAVING</b>

**Notice required in current post:**

**REFERENCES**

Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references.

1.	2.
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**LEISURE**

Please note here your leisure interests, sports and hobbies, other pastimes, etc.

**CRIMINAL RECORD**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances, employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

**GENERAL COMMENTS**

Please detail here your reason for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

