

Application for Employment

COBB
AMOS

Position applied for:	
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Please complete the application form in black or blue ink and in BLOCK CAPITALS.

Personal Details

Title _____	Surname _____
Forename _____	Previous names (if applicable) _____
Address _____	

_____	Postcode _____
Home Tel No. _____	Mobile Tel No. _____
Email _____	

Do you currently have the legal right to work in the UK?	YES / NO *Delete as appropriate
What is your National Insurance Number?	
Do you have a full and current driving licence?	YES / NO *
Please provide details of any endorsements you have: (include code, date, number of points)	
Do you have use of a private car?	YES / NO *

Please return completed form to:
Stephen Saunders, Cobb Amos, 14 King Street, Hereford HR4 9BW
stephen@cobbamos.com
www.cobbamos.com

Skills and Abilities You may continue on an extra sheet of paper and include this with the application form, should you require more space.

Please provide additional comments to support your application, detailing your skills and experience relevant to the role and any relevant out-of work interests that you pursue, as well as what attracted you to this role and our company.

Education Please complete the following in reverse chronological order

DATES From:	To:	Name and Address of School, University or College	Full Time or Part Time	Subjects Studied, Grade and Qualification (Obtained or Expected, please specify)

Further Education Please complete the following in reverse chronological order

DATES From:	To:	Name and Address of School, University or College	Full Time or Part Time	Subjects Studied, Grade and Qualification (Obtained or Expected, please specify)

Employment History

An accurate account of the last 10 years (as applicable) of your career history is required, including periods of unemployment. The full names and addresses of all your previous employers (including Recruitment Agencies) are required as references will be taken. If you were self-employed, please give the name and address of the accountant(s), if any, who dealt with your finances, as well as the name of your company. Please account for any gaps in your career history. Against your current employment, please note the notice period required?

Name and Address of Employer	From: Month / Year To: Month / Year	Job Title and Final Salary	Main Responsibilities	Reason for Leaving

You may continue on a separate sheet of paper, should you require additional space. Please include your name on any additional completed sheets and attach to your application form.

Equal Opportunities Form

The Company is committed to ensuring that all applicants and staff receive equal consideration on the grounds of their stability and qualification in relation to recruitment, career development, promotion etc., irrespective of their marital status, gender, sexuality, age, colour, race, religion, nationality, disability, ethnic or national origins.

To help us ensure that this policy is both working efficiently and that we maintain the records we are legally required to keep, you are asked to supply the following information. This form will be filed separately from your personal file and will be used for monitoring purposes only.

The information you supply on this monitoring form will be stored and processed by Cobb Property Ltd. Cobb Amos requires the data for monitoring purposes as detailed in the above statement. All information will be subject to strict security rules and confidentiality.

By signing this form, you give consent for Cobb Amos to store and monitor the information provided for above purposes.

Signature:

Date:

Name:

Date:

Please indicate your sex:

Female

Male

Do you smoke? Yes / No

Do you suffer with any health issues? If so, please detail: _____

Do you consider yourself to have a disability? Yes / No

A disabled person under the Disability Discrimination Act 1995 is anyone with a "physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities"

If yes, what is the nature of your disability? _____

What is your ethnic origin? (Please tick the box that you feel applies to you)

Asian

Asian Bangladesh

Asian Indian

Asian Pakistani

Black African

Black Other

Oriental

White British

White Other

Other (Please specify)

What is your nationality (as shown on your passport)? _____

What is your Date of Birth? _____ What is your marital status? _____

No. of children: _____ Children/s Date/s of Birth: _____