

# Wallace & Co.

## Application Form

### Position details:

Position applied for:	FULL TIME		APPROX HOURS	
	PART TIME			
Where did you hear about this vacancy?				
Please give details of any shifts/days you are unable to work and why?				
Please give details of any holidays you are planning to take?				

### Personal Details:

Title:	Family Name:	First Name			
Home Tel:	Address:	E-mail:			
Mobile Tel:		Nationality:			
Are you eligible for employment in the UK in accordance with the Asylum and Immigration Act 2006?***				Yes	No
Do you have proof of eligibility to work in the UK?				Yes	No
Do you need to register under the Working Registration Scheme?				Yes	No
<b>***To comply with the Asylum and Immigration Act 2006, if you are invited to an interview, you must provide the following items of evidence – namely your passport, ID card, Permit/Visa documents, and or/WRS certificate and NI card. No offer of employment will be made unless such evidence has been provided.</b>					
Have you ever been convicted of a criminal offence? <i>(If yes please provide details)</i>				Yes	No
Are you currently receiving medical treatment we should be aware of? <i>(If yes, please provide details)</i>				Yes	No
You maybe required to fill out a medical questionnaire					
Do you have a disability we should be aware of? <i>(if yes please provide details)</i>				Yes	No

**Previous Employment Details:**

Name of employer:	Date worked from:	Date work to:
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Brief description of role, duties and responsibilities:

Name of employer:	Date worked from:	Date worked to:
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Brief description of role, duties and responsibilities:

**Education & Training:**

Please provide details of any training and qualifications that apply to the job applied for:

**References:** *Please provide two references from previous employment whom we can contact (If not applicable, please provide personal references)*

Employer:	Employer:
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Name & address of referee:	Name & address of referee:
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Occupation:	Occupation:
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Telephone:	Telephone:
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Email:	Email:
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In less than 50 words, please tell us why you would like to work for Wallace & Co:

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**Equal opportunities statement: Wallace & Co are committed to an Equal Opportunities policy, which specifies that all applicants will be given equal and impartial treatment, without regard to their age, race, colour, religion, nationally, ethnic origin, gender, sexual orientation, marital status or disability.**

**Declaration:**

I declare to the best of my knowledge that the details I have given on the form are correct and that any misrepresentation by me be sufficient grounds for my dismissal if I am employed. I understand that the company has the right to check on any experience and qualifications claimed by me on this form or at interview and agree that such checks may be made by the company. I agree that any offer will be subject to receipt of satisfactory references, a probationary period and if required a satisfactory medical report.

SIGNED..... DATE.....