Application form

Please complete all sections of this application form even if you have submitted a curriculum vitae.

|  |  |
| --- | --- |
| **Job Application form** |  |
| Surname | Titles (Mr / Mrs / Ms / Other) |
|  |  |
| Forenames | Preferred 1st Name |
|  |  |
| Position applied for | When could you attend an interview? |
|  |  |
| When could you commence employment? | Salary expectation? |
|  |  |
| If part-time, how many hours per week: | Are you willing to work overseas? |
|  |  |
| Email Address: |  |
|  |  |

|  |  |
| --- | --- |
| **Personal Details** |  |
| Marital Status | No. of dependent children under 18 |
|  |  |
| Date of Birth | Age |
|  |  |
| Nationality | National Insurance Number |
|  |  |
| Do you require a work permit to work in this country? | Have you ever been convicted of a Criminal offence, other than a spent conviction under the rehabilitation of offenders Act 1974? |
|  |  |

|  |  |
| --- | --- |
| **Personal Details Cont.** |  |
| Permanent address | Temporary Address |
|  |  |
| Post Code | Post Code |
|  |  |
| Tel. No. | Tel. No. |
|  |  |
| Do you hold a current driving licence? | Do you own a car? |
|  |  |

|  |  |
| --- | --- |
| **Personal Referees**  Please give details of two personal or educational referees. |  |
| Referee 1 | Referee 2 |
|  |  |
| Address | Address |
|  |  |
| Post Code | Post Code |
|  |  |
| Tel. No. | Tel. No. |
|  |  |
| Email Address: | Email Address: |
|  |  |

|  |  |
| --- | --- |
| **Employment Referees**  Please give details of two employment referees |  |
| Referee 1 | Referee 2 |
| Company | Company |
| Position | Position |
|  |  |
| Address | Address |
|  |  |
| Post Code | Post Code |
|  |  |
| Tel. No. | Tel. No. |
|  |  |
| Email Address: | Email Address: |
|  |  |

We shall obtain your consent before contacting referees.

|  |
| --- |
| **Employment History**  Please give as full a picture as possible of your employment history starting with your current or latest employment. If you have a current curriculum vitae please complete this page but also attach the CV. |
| Have you ever signed an agreement relating to non-compete, trade secrets or confidential information with any other employer? If so, please give brief details: |
|  |
| Would that agreement prevent you from performing the position for which you are applying? If yes, please give brief details: |
|  |
| Would that agreement prevent you working for Portal Technology Systems Limited?  If yes, please give brief details: |
|  |

|  |  |
| --- | --- |
| **Current or Latest Employment** |  |
| Job Title | Employer’s Name |
|  |  |
| Dates | Address |
| From:  To: | Post Code:  Tel. No.: |
| Final salary and benefits | Nature of Business |
|  |  |
| Brief description of your work | Reason for leaving? |
|  |  |

|  |  |
| --- | --- |
| **Employment Prior to Above** |  |
| Job Title | Employer’s Name |
|  |  |
| Dates | Address |
| From:  To: | Post Code:  Tel. No.: |
| Final salary and benefits | Nature of Business |
|  |  |
| Brief description of your work | Reason for leaving? |
|  |  |

|  |  |
| --- | --- |
| **Employment Prior to Above** |  |
| Job Title | Employer’s Name |
|  |  |
| Dates | Address |
| From:  To: | Post Code:  Tel. No.: |
| Final salary and benefits | Nature of Business |
|  |  |
| Brief description of your work | Reason for leaving? |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Education & Training**  Name & Address of School, College or University | Dates From/to | Qualifications obtained and/or expected to be obtained. (Please include subjects taken, grades achieved and the year). |
| a. Secondary Education | Dates | Qualifications |
|  |  |  |
| b. Further Full Time, Higher Education or University | Dates | Qualifications |
|  |  |  |
| c Postgraduate University | Dates | Qualifications |
|  |  |  |
| d. Vocational Education | Dates | Qualifications |
|  |  |  |
| e. Training and Development | Dates | Qualifications |
|  |  |  |

|  |  |
| --- | --- |
| **Languages** | Level of fluency (minimal, conversational, translator, interpretive). |
| Language 1 | Level |
|  |  |
| Language 2 | Level |
|  |  |
| Language 3 | Level |
|  |  |
| Language 4 | Level |
|  |  |

|  |
| --- |
| **Other items of interest** |
| Please give details of any special skills, knowledge, experience, or other information which supports your application for this position. |
|  |
| How do you spend your leisure time? |
|  |
| If you have friends of relatives working for the company, please give name and relationship. |
|  |

|  |
| --- |
| **Health & Fitness** |
| Please give brief details of any disability or medical condition which might limit the work you could do or require an employer to make special provision for you. |
|  |
| If registered as disabled please enter your Disabled Registration Number: |
|  |
| Would you agree to a medical examination and allow a report to be given to the Company?. |
|  |

|  |
| --- |
| I DECLARE THAT ALL THE INFORMATION GIVEN IN THIS APPLICATION FORM AND ANY OTHER DOCUMENTS RELATING TO THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. |
| Signed |
|  |
| Date |
|  |

|  |
| --- |
| **Portaltech Reply Limited** |
| 38 Grosvenor Gardens  London SW1W OEB  Tel: +44 20 7730 6000  Fax: +44 20 7900 2864  Email: [emily@portaltech.co.uk](mailto:emily@portaltech.co.uk) |