



5C SERVICES

IT SOLUTIONS

APPLICATION FOR EMPLOYMENT

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

Position applied for;.....

Preferred working hours; Full-time; Part-time;
No. of preferred hours;

Personal Information

Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Address for communications:	
Daytime telephone number:	
Evening/ mobile number:	
E-mail:	
Do you have the right to take up employment in the UK?	YES / NO

Additional Information

Do you hold a current full driving licence:	Yes / No
If yes are there any current endorsements?	Yes / No
If yes please give details:	

This information is requested so that we can assess your suitability for driving duties.

What is your salary expectation	
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Education

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained and subjects covered



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Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained

Skills, Abilities and Experience

Use this section to outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home or through your studies which you think are relevant to the position for which you are applying. Please indicate the extent to which you believe your skills, abilities and experience meet the job requirements (as outlined in the information given in the advertisement)

Work experience

Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary.



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Other Information

Do you have any other training, qualifications or skills relevant to the post (e.g. knowledge of a foreign language, computer literacy, etc.)?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.



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Please give details of your main extra-curricular activities and interests.

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.

If you are successful, when could you take up your post?

If you are disabled, please give details of any special arrangements you would require to enable you to attend interview.

Referees

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative.

First referee	Second referee

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Please state if we can contact your referees at the time a conditional offer is made?

Yes / No

Does this include you existing employer? Yes / No

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.

Signed:

Date:

5c Services Ltd
The Courtyard
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Powys
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