



**Sheldon Clayton Group  
 Cygnus Point  
 Black Country New Road  
 West Bromwich  
 B70 0BD**

Please return this form to the above address.

**POSITION APPLIED FOR** \_\_\_\_\_

**Ref No.** \_\_\_\_\_

Surname	Forename	Title
Address		
Postcode		

Contact Numbers. Home	Mobile
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N.I. Number.	<input style="width:25px; height:25px; border:1px solid black;" type="text"/> <input style="width:25px; height:25px; border:1px solid black;" type="text"/> <input style="width:25px; height:25px; border:1px solid black;" type="text"/> <input style="width:25px; height:25px; border:1px solid black;" type="text"/> <input style="width:25px; height:25px; border:1px solid black;" type="text"/> <input style="width:25px; height:25px; border:1px solid black;" type="text"/> <input style="width:25px; height:25px; border:1px solid black;" type="text"/> <input style="width:25px; height:25px; border:1px solid black;" type="text"/> <input style="width:25px; height:25px; border:1px solid black;" type="text"/> <input style="width:25px; height:25px; border:1px solid black;" type="text"/>
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Yes No Current Driving Licence? <input type="checkbox"/> <input type="checkbox"/> Groups: ..... Expiry Date(s) ..... Yes No Driver Card? <input type="checkbox"/> <input type="checkbox"/> Expiry Date: ..... Yes No CPC Qualification <input type="checkbox"/> <input type="checkbox"/>	Details of any endorsements (code & date)
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Are there any restrictions upon you taking-up employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If YES please provide details.
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Schools:	Qualifications Gained
Colleges/Universities:	Qualifications Gained

Other	Qualifications Gained
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**OTHER EMPLOYMENT**

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

**EMPLOYMENT HISTORY**

Please continue on a separate sheet if necessary, starting with your current employer.

From	To	Name & Address of Employer	Job Title & Duties	Start/Finish Salary	Reason for Leaving

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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 interests, sports, hobbies, and other pastimes etc.

**CRIMINAL RECORD**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state so. 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 specific reasons for this application, your main achievements to date and the strengths you would bring to this post.

**DECLARATION (Please read carefully before signing this application)**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/ Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed..... Date .....

Print Name .....