

# SYNATEL INSTRUMENTATION LIMITED

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## APPLICATION FOR EMPLOYMENT *(Please Print Clearly)*

1	Surname	Mr./Mrs. Miss/Ms.		Address	
	Forename(s)				
	D.O.B.	dd / mm / yy			
	Nationality			Post Code	
	N.I. No:			Tel. No:	Private Business

2	Position Applied For		Would You Work: <i>(tick as appropriate)</i>
	Available to Start Work on:-		Full Time <input type="checkbox"/>
	Wage/Salary Expected		Part Time <input type="checkbox"/> ..... Hours per week

3	Have you previously worked for us?	<b>YES/NO</b>	Have you any Friends/Relatives working for us?	Name:
	If YES, When? <i>(Date)</i> :			Name:

4	Have you ever been Convicted of a Criminal Offence?	<b>YES/NO</b>
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5	Do you need a Work Permit to work in the UK?	<b>YES/NO</b>
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6	Do you have any Skills, Experiences or Qualifications which you feel would especially suit this job?

7	Are you in good health?	<b>YES/NO*</b>	Do you have any Disability which may affect your Application?	<b>YES*/NO</b>
	If <b>NO*</b> , give details below.		If <b>YES*</b> , describe the disability, if <b>NO</b> , go to section 8.	

State any reasonable adjustments which you would like to be made to the recruitment process/job itself which would assist you.

8	Referees <i>(Not family members)</i>	
	Name:	Name:
	Address:	Address:
	Occupation: Tel. No:	Occupation: Tel. No:

>:EmpApp(A) SF284

9 Secondary Education.

Schools attended:	Dates		Examinations: <i>(Subjects &amp; Results)</i>
	from:-	to:-	

10 Interests & Hobbies:

11 Do you:      Have a Full Driving Licence?      **YES/NO**  
                   Have any Current Endorsements?      **YES/NO**  
                   *(If YES, give details):*

12 Previous Employments: *(starting with most recent).*

Present/Last Employer: Address:	Type of Business: Starting Date: Leaving Date:
Starting pay: £            per	Current/Finishing pay: £            per
Job Title: Duties/Responsibilities: Reason for leaving:	
Employer: Address:	Type of Business: Starting Date: Leaving Date:
Starting pay: £            per	Leaving pay: £            per
Job Title: Duties/Responsibilities: Reason for leaving:	
Employer: Address:	Type of Business: Starting Date: Leaving Date:
Starting pay: £            per	Leaving pay: £            per
Job Title: Duties/Responsibilities: Reason for leaving:	

13 I authorise Synatel to obtain references and release Synatel and referees from any liability caused by these references.

*I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false information may result in rejection or, if employed, dismissal.*

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed At Interviewer's Request Only**  
**ADDITIONAL DETAILS**

Further education & Training:

University/College/Institute	Dates		Type of Course	Subjects	Qualifications
	from:-	to:-			

Membership of Professional Organisations:

If this job is offered, will you work/continue to work in any other capacity? (Paid or unpaid).  
*(e.g. JP, Councillor, Community/Voluntary Worker etc.).*

**YES/NO/NA**

If YES, give details:

**DO NOT WRITE ON THIS PAGE**

**INTERVIEWER'S USE ONLY**

**Interviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	<b>SCORE</b>				
Appearance:	1	2	3	4	5
Communication:	1	2	3	4	5
Co-operation:	1	2	3	4	5
Experience:	1	2	3	4	5
General Impression:	1	2	3	4	5
Suitability:	1	2	3	4	5

**Comments:**

**Offer Job?**

**YES**

**NO**

**References Required?**

**YES**

**NO**