

In Confidence

Job application form

POSITION APPLIED FOR:
SALARY REQUESTED:

Surname: Please state if previously known by another name	Forename(s):	Title: (e.g. Mr, Mrs, Miss, Dr)
Home or permanent address:	Address for Correspondence: (if different)	Home telephone no:
How long have you lived at your current address? If less than 3 years give details of prior address(es) and postcode(s) below.		Daytime/Work telephone no:
		Mobile telephone no:
		Email address:
Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	

Nationality:	Place and Country of Birth:
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Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single

Military Service(for Male applicants): <input type="checkbox"/> Completed <input type="checkbox"/> Delayed(Until:)
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Have you ever been convicted of a crime?: <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation

Please give details of at least **THREE** independent referees who can support your application – for example, your current line manager, most recent employer, academic supervisor. Where applicable, the details of the Personnel Department/Manager should be supplied. You should **NOT** list family members or other relatives. If you have provided referee details in a CV you have submitted you need not complete this part of the form.

REFEREE 1.

Full Name and Title:	Address: (including relevant telephone numbers and email addresses)	Title/position: (indicate in what capacity they know you)
How long have they known you?		Can we contact this referee before an interview? Y/N

REFEREE 2.

Full Name and Title:	Address: (including relevant telephone numbers and email addresses)	Title/position: (indicate in what capacity they know you)
How long have they known you?		Can we contact this referee before an interview? Y/N

REFEREE 3.

Full Name and Title:	Address: (including relevant telephone numbers and email addresses)	Title/position: (indicate in what capacity they know you)
How long have they known you?		Can we contact this referee before an interview? Y/N

EDUCATION AND QUALIFICATIONS

SECONDARY EDUCATION

School(s): Please state town/city	Dates attended:	Qualifications: Subject, grade and year awarded
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FURTHER/HIGHER EDUCATION

University/College(s): Please state town/city/country	Dates attended:	Degree(s)/qualifications obtained: Please state qualification, pass level, subjects, year obtained
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OTHER DISTINCTIONS: (e.g. awards, vocational qualifications, foreign languages. If appropriate, write *None*)

Year awarded:	Name/Details:
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MEMBERSHIPS: (e.g. professional bodies, voluntary/special interest groups. If appropriate, write *None*)

Name of body:	Date of membership:	Status/Type of membership: (if relevant)
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EMPLOYMENT HISTORY

Please start with your current position and give a full record of your employment (continuing on a separate sheet if necessary). **Details of any period of unemployment should also be given.** Please give details of your present salary.

PRESENT EMPLOYMENT: (if you are currently unemployed please give details of your last employment)		
Employer's name and address:	Date employment began:	Date employment ended: If appropriate, enter "Still Employed"
	Current salary:	Notice period required:
Job Title:	Reason for leaving/wanting to leave:	

Please give a description of your current job: (including its purpose, duties, administrative and management responsibilities)

Please give details of your previous use of INFORMATION TECHNOLOGY: (e.g Word, Excel, Access etc)

PREVIOUS EMPLOYMENT:

Dates	Employer's info (Name, Address & Phone)	Job title and main duties	Reason for leaving:
Month and year			

PERIODS UNACCOUNTED FOR: (e.g. unemployment, voluntary work, career breaks)

Dates:	Details:
Month and year	

REASON FOR APPLYING

Please give your reasons for applying for this position and why you think you are well suited to it:

DECLARATION

I DECLARE that to the best of my knowledge the information that I have provided on this form is true, accurate and complete. I understand and hereby agree that if I am appointed to the staff of the Fenazol Chemicals Inc. it will be on the basis of this information and that a false statement may result in the termination of that appointment. I understand that the Fenazol Chemicals may require to refer this form, or the information I disclose on this form, to an appropriate third party for purposes of security clearance and that I may be required to give my consent to this.

I consent to the Fenazol Chemicals and using the data on this application form for the purposes of administering and supervising my application for employment with the Fenazol Chemicals I agree that such data may be made available to those who reasonably need to know within the Fenazol Chemicals I understand and agree that this data will either be kept for six months following the recruitment process or for the duration of any appointment that may be offered.

NAME:

SIGNATURE: **DATE:**

In the event that you are not appointed to this vacancy the MKS Devo Chemicals Inc. may have other vacancies appropriate to your qualifications, interests and skills. We will contact you for permission to retain your application for a period of up to 12 months should this be the case.