



Unit 6 Griffin Industrial Mall, Griffin Lane, Aylesbury, Bucks. HP19 8BP
Tel: 01296 398022 Fax: 01296 398028 Email: sales@signwizzard.co.uk

APPLICATION FOR EMPLOYMENT

Post Applied for: _____

Personal Details

Surname: _____ First Names: _____

Address: _____ Post Code: _____

Work Telephone No.: - _____

E-mail Address:- _____

Home Telephone No.: - _____ Date of Birth:- _____

Mobile No.: - _____

May we call you at work? (please tick) Yes No

National Insurance Number (if known):-

Present/Most Recent Employment

Name and address of employer: _____

Title of post: _____ Salary/Wage: _____

Date appointed _____ Notice required/Date of termination: _____

Summary of main duties and responsibilities:

Previous Employment (including relevant voluntary work)

Employer/Body	From	To	Job Title

Education and Training

Schools, colleges and universities attended	From	To	Courses taken/examinations	Date Passed	Grade

Education and Training (continued)

Professional qualifications and membership of professional institutions (with dates):

Relevant training and how you keep your job skills up to date:

Experience, Skills and Abilities

Computer literacy is vital to the role applied for. In addition to any relevant details you may wish to add, please indicate your experience with the following software by ticking the relevant box.

Program	None	Limited	Some
Microsoft Word			
CorelDraw			
Adobe Photoshop			
Adobe Illustrator			
Signlab			
Omega			

References

Please give the names and addresses of two people who have agreed to act as referees (one of whom should be your present or most recent employer) whom we can contact for a reference on your ability to carry out the duties of the post.

1. Name: _____

Position Held: _____

Address: _____

Post Code: _____

Telephone: _____

Email address: _____

2. Names: _____

Position Held: _____

Address: _____

Post Code: _____

Telephone: _____

Email address: _____

Do you agree to this referee being contacted before the interview? (please tick) Yes No

Do you agree to this referee being contacted before the interview? (please tick) Yes No

In certain circumstances references may be sought from previous employers not listed above.

Additional Information (please tick boxes as appropriate)

Are you entitled to work in the United Kingdom?

Yes

No

Do you require a work permit?

Yes

No

Do you hold a current full uk driving licence?

Yes

No

Convictions/Disqualifications

Please give details and dates of:-

a) Any convictions (including driving offences):-

and/or

b) Disqualifications from driving or performance of professional duties:-

Declaration

I declare that the particulars I have given are true, complete and correct. I accept that any false statement or material omissions will normally lead to my being dismissed if appointed to the post.

Signature: _____

Date: _____

Please return this application to:-

Sign Wizzard . Attn; Mark Talbott . Unit 6 Griffin Industrial Mall . Griffin Lane . Aylesbury . Buckinghamshire
HP19 8BP