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Unit 27-28 Venture Wales  
Bedwas House Industrial Estate  
Bedwas, Caerphilly  
CF83 8GF  
Tel: (029) 2085 2222

## **APPLICATION FOR EMPLOYMENT**

*If you do not have enough space to answer fully, please continue on a separate sheet clearly stating which question you are answering.*

**Position applied for:** \_\_\_\_\_

### **PERSONAL DETAILS**

**Full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Daytime Phone no** (inc area code):

**Mobile Phone no:**

**Email:** \_\_\_\_\_

@

Date of Birth:

 /  / 

Do you hold a current full driving license?

**YES / NO**

Is there anything regarding your medical history or state of health that is relevant to your application?

  
  

Do you have any restrictions regarding your employment? (e.g. do you require a work permit?) If Yes please give details.

  
  

How much notice do you need to give your current employer?

**EMPLOYMENT RECORD**  
**CURRENT OR MOST RECENT EMPLOYMENT**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No:  Salary:

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for wanting to leave:

Brief description of duties:

*There is opportunity to expand on work experience and duties in a later question.*

**PREVIOUS EMPLOYMENT (most recent first)**

1 Name of Employer:

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties:

2 Name of Employer:

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties:

3 Name of Employer:

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties:

4 Name of Employer:

Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Duties:

*Please continue on a separate sheet if necessary*

**EDUCATION RECORD**

Please tell us about your education and any qualifications you have:

Institution	Subject	Qualification/ level	Grade achieved	Date

Please list any training courses you have attended that did not lead to a qualification but which you feel is relevant to the position:

Course Title	Date

**OTHER RELEVANT INFORMATION**

Please use this section to provide any other information you feel will support your application. You may continue on a separate sheet if necessary.

Details of skills/experience you have gained through life or employment:

Details of hobbies and interests and anything else you wish to tell us:

**REFERENCES**

Please give details of 2 previous employers we can contact for a reference. Please include your current employer and if not please state why in the box provided.

1 Contact name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Company/institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Telephone & Ext No:   
 Email (if known): \_\_\_\_\_ @ \_\_\_\_\_

2 Contact name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Company/institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Telephone & Ext No:   
 Email (if known): \_\_\_\_\_ @ \_\_\_\_\_

If your present employer is not listed, please state why:

*Please note we often apply for 2 references on application as this helps us with the interview selection process. If this will cause you a problem with your current employer, please provide us with a 3<sup>rd</sup> referee that we can contact at this stage. Your current employer will then only be contacted upon the offer of a position.*

**DECLARATION & SIGNATURE**

***I declare that all information held within this application is true to the best of my knowledge.***

**PLEASE SIGN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Thank you very much for completing this application form.

**Please send your completed form to :**

Danielle Bryant, Shop Holistic, Unit 27-28 Venture Wales,  
Bedwas House Industrial Estate, Bedwas, Caerphilly, CF83 8GF  
*Please mark your envelope "confidential"*