



Job Application Form

Please complete this form legibly and return it to us by email or post. Addresses can be found at the bottom of this form. You should outline clearly all your qualifications and experience as well as letting us know why you want to work with us and why you feel you are suitable. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Position applied for

PERSONAL DETAILS

Surname

Telephone (Home)

Forename(s)

Telephone (Work)

Title

Telephone (Mobile)

Address

Email

Postcode

Do you have the right to work in the UK? Yes No

Note: the company will require proof of this right before an offer of employment can be confirmed - eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996

Do you have a clean, current driving licence? Yes No

Have you a car/ access to a car for business use? Yes No



5 South Promenade T: +44 (0) 28 4372 6002
Newcastle County Down F: +44 (0) 28 4372 6002
Northern Ireland BT33 0EX E: info@soakgroup.com

www.soakgroup.com



EDUCATION

From	To	Type of School (i.e. Grammar/ Secondary)	Examinations taken and Qualifications Gained (Specify Grades)

FURTHER EDUCATION

From	To	Name of Institution (State if full or part-time)	Subjects taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute/Organisation	Grade of Membership (Where appropriate)

EMPLOYMENT RECORD

Name of Employer	
Address of Employer	
Employed From	Employed to
Job Title/Position	
Responsibilities	
Final Salary and Reason for Leaving	

.....

Name of Employer	
Address of Employer	
Employed From	Employed to
Job Title/Position	
Responsibilities	
Final Salary and Reason for Leaving	

.....

Name of Employer	
Address of Employer	
Employed From	Employed to
Job Title/Position	
Responsibilities	
Final Salary and Reason for Leaving	

HOBBIES & INTERESTS

What do you like to do with your spare time?

A large rectangular box with a thin black border, containing 15 horizontal dotted lines for writing.

SUITABILITY FOR THE POSITION

Please give details of any other experience you have that is relevant to the position you are applying for.

A large rectangular box with a thin black border, containing 15 horizontal dotted lines for writing.

DISABILITY DISCRIMINATION ACT 1995

Section 1 of this Act describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled? Yes No
(please tick as appropriate)

If yes, do you require any special arrangements to be made to assist you if called for interview?
Please provide details:

.....

.....

.....

.....

.....

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? Yes No

If yes, do you require any special arrangements to be made to assist you if called for interview?
Please provide details:

.....

.....

REFEREES

Name
.....

Position
.....

Company
.....

Address
.....
.....
.....

Telephone
.....

Nature of Relationship
.....

Name
.....

Position
.....

Company
.....

Address
.....
.....
.....

Telephone
.....

Nature of Relationship
.....

VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature

Date