

## Lattimer Application for Employment

Please complete all aspects of this form in full and honestly. If you wish to submit your CV in addition, please do so.

Position Applied for

Location of Position

Date of Application

How did you hear about this vacancy?

Dates you are not available for interview

### Personal Details

Surname

Title

First Name(s)

Address, including postcode

National Insurance No.

Home Tel No.

Mobile Tel No.

Email address

Do you hold a current full driving licence?

YES / NO

If you have any endorsements or issues pending please give details:

Do you have access to a car to attend work?

YES / NO

Salary expectations

Notice period

**Education (from 11 - 16 years)**

Name of School	Dates	Examinations Taken	Grade

**Education (from 16 years)**

Name of College / University	Full / Part Time	Dates	Examinations Taken	Grade

**Any other qualifications / work related training**

Type of training or qualification	Date Attained

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**Employment History, present or most recent position**

Name of Employer	Nature of business
Address	Tel Number
Dates: from    to	
Job Title	
Type of work, duties and key responsibilities	
Current salary	Bonus/Other Remuneration
Reason for leaving/wishing to leave	

**Previous Employment (Most recent first)**

Name of Employer	Tel Number
Address	
Job Title	
Type of work, duties and key responsibilities	

Dates: from/to

Salary £

Reason for leaving

Name of Employer

Tel Number

Address

Job Title

Type of work, duties and key responsibilities

Dates: from/to

Salary £

Reason for leaving

Name of Employer

Tel Number

Address

Job Title

Type of work, duties and key responsibilities

Dates: from/to

Salary £

Reason for leaving

Please continue on separate sheet if required.

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Please continue on an additional sheet if required.

**Additional Information** - please state why you believe you should be considered for this position - providing relevant knowledge, skills, experience etc.

please continue on an additional sheet if necessary.

### Support

If you are disabled, please provide any details of any special arrangements you would require to enable you attend an interview.

### References – these will not be contacted without your permission

#### A. Most recent employer

Name  
Address

Email

Tel

#### B. Next to most recent employer

Name  
Address

Email

Tel

### Supplemental Information

Do you have the right to take up work in the UK?

YES / NO

If you do not have the right to take up employment in the UK, would you require Lattimer to assist you in applying for the right to work in any way?

YES / NO

If so please add further details.

Have you ever been dismissed from any previous employer?

YES / NO

Do you have any other employment or commercial interests? If yes, please detail.

YES / NO

## Declaration

1. I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.
2. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed .....

Date .....