

# Application for Employment

**Confidential**

Office Use Only
Position applied for Sales & Installation Engineer (Aug/Sept 08)

**Personal details**

Surname:	Title, if used (Mr/Mrs/Miss/Ms)
Forenames:	
Address:	Telephone: Home Daytime/work Mobile May we contact you at work? YES/NO Email address:
Do you hold a current full driving licence? YES/NO No of points:	National Insurance no:
Please give details of your sickness/injury absence record at work for the last two years	

**Education and training**

Schools (since age of 11), College, University etc	Dates From	To	Subject and type of qualification	Grade

Schools (since age of 11), College, University etc contd.	Dates from	To	Subject and type of qualification	Grade
Job related training and training courses in the last five years:				
Membership of Professional Bodies:				
Details of any foreign languages spoken:				

Capricorn Blinds Ltd

**Employment details**

Present employment (or last job if not currently employed)				
Dates employed	Employer	Position held	Main duties and responsibilities	Salary/benefits
Previous employment				
Dates employed	Employer	Position held	Main duties and responsibilities	Reason for leaving

**Further details**

Please use this space below (and extra sheets if necessary) to explain why you are applying for this job and how your experience, personal qualities and skills help to make you a suitable candidate

Interests, hobbies, sports etc

Have you previously applied or have been employed by Capricorn Blinds Ltd? YES/NO  
If Yes, please give details:

If appointed, when could you start?  
(Period of notice in applicable)

Dates of holiday already arranged:

How did you become aware of this job? If through an advertisement, in which publication /website?

