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# EMPLOYMENT APPLICATION

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**COMPLETION NOTES:**

Please complete this form in your own handwriting using black ink.

**First Point** 

## APPLICANT DETAILS

Position applied for:	
Forename/s:	Surname:
Address:	
Postcode:	
Home telephone:	Work telephone:
Mobile telephone:	Email:
Your website:	
National Insurance No:	

## EDUCATION

Please give the details of the Schools/ Colleges/ Universities you have attended.

Full name:	
Town/ City:	Dates:
Full name:	
Town/ City:	Dates:
Full name:	
Town/ City:	Dates:
Full name:	
Town/ City:	Dates:

## QUALIFICATIONS

Please include all academic, technical and professional qualifications, plus dates awarded.

Qualification title:	Grade/ Level:
Qualification type:	Date awarded:
Qualification title:	Grade/ Level:
Qualification type:	Date awarded:
Qualification title:	Grade/ Level:
Qualification type:	Date awarded:
Qualification title:	Grade/ Level:
Qualification type:	Date awarded:
Qualification title:	Grade/ Level:
Qualification type:	Date awarded:
Qualification title:	Grade/ Level:
Qualification type:	Date awarded:
Qualification title:	Grade/ Level:
Qualification type:	Date awarded:

If necessary, please continue on page 12.

## EMPLOYMENT HISTORY

Please start with the most recent period of employment. No approach will be made to your present employer before an offer of employment is made to you.

Date from:	Date to:
Starting salary:	Final/ Present salary:
Company name:	
Address:	
Business type/ nature:	Your position:
No. of days absent:	No of staff responsible for:
Your responsibilities and duties:	
Your reasons for leaving:	

## EMPLOYMENT HISTORY (2)

Date from:	Date to:
Starting salary:	Final/ Present salary:
Company name:	
Address:	
Business type/ nature:	Your position:
No. of days absent:	No of staff responsible for:
Your responsibilities and duties:	
Your reasons for leaving:	

### EMPLOYMENT HISTORY (3)

Date from:	Date to:
Starting salary:	Final/ Present salary:
Company name:	
Address:	
Business type/ nature:	Your position:
No. of days absent:	No of staff responsible for:
Your responsibilities and duties:	
Your reasons for leaving:	

### EMPLOYMENT HISTORY (4)

Date from:	Date to:
Starting salary:	Final/ Present salary:
Company name:	
Address:	
Business type/ nature:	Your position:
No. of days absent:	No of staff responsible for:
Your responsibilities and duties:	
Your reasons for leaving:	

## EMPLOYMENT HISTORY (5)

Date from:	Date to:
Starting salary:	Final/ Present salary:
Company name:	
Address:	
Business type/ nature:	Your position:
No. of days absent:	No of staff responsible for:
Your responsibilities and duties:	
Your reasons for leaving:	

## EMPLOYMENT HISTORY (6)

Date from:	Date to:
Starting salary:	Final/ Present salary:
Company name:	
Address:	
Business type/ nature:	Your position:
No. of days absent:	No of staff responsible for:
Your responsibilities and duties:	
Your reasons for leaving:	

## EMPLOYMENT HISTORY (CONTINUED)

Please give brief details of any other previous employment not mentioned:

Please account for any periods of non-employment (if applicable):

Has any disciplinary action been taken against you throughout your employment history? Yes / No  
If Yes please give full details:

Has any form of liability claim been made against you or your employer because of your actions? Yes / No  
If Yes please give full details:

## TRAINING

Please supply details of any further training courses attended that are relevant to your application:

## ACHIEVEMENTS AND INTERESTS

Please supply details of any skills, knowledge, achievements, hobbies and interests which you feel are relevant to this application:

## LANGUAGES

What languages do you speak? (please outline degree of competence)

## DRIVING

Do you have a full car driving licence? Yes / No

Do you own a car? Yes / No

Please provide details of any driving endorsements (in the last 5 years):



## REHABILITATION OF OFFENDERS

Have you been cautioned or convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974? Yes / No

If Yes, please provide full details:

## REASONABLE ADJUSTMENTS

Do you suffer from a disability which may require us to make reasonable adjustments to the application or interview process? Yes / No

If Yes, please provide details of the adjustments that may be required:

## EMPLOYMENT PACKAGE

What is your minimum salary expectation? £

When could you join us?

How did you hear about First Point?

Please tell us why you applied for this job and why you think you are suitable for the role:

If necessary please continue on page 12.

Preferred working days:

Preferred hours:

Are your preferred hours and days flexible? Yes / No

If any of the following are applicable to you please indicate your expertise by using a score from 1 (highly experienced) to 9 (basic experience). Please add anything you feel is relevant to your application.

## SOFTWARE KNOWLEDGE AND EXPERIENCE

<input type="text"/>	Microsoft Access	<input type="text"/>	infor CRM
<input type="text"/>	Microsoft Excel	<input type="text"/>	Microsoft Dynamics CRM
<input type="text"/>	Microsoft PowerPoint	<input type="text"/>	Sage CRM
<input type="text"/>	Microsoft Publisher	<input type="text"/>	Salesforce CRM
<input type="text"/>	Microsoft Word	<input type="text"/>	Sage Accounting/ Payroll
<input type="text"/>	Acturis	<input type="text"/>	Adobe Acrobat
<input type="text"/>	Applied TAM / agencyPlus	<input type="text"/>	Adobe Illustrator
<input type="text"/>	CDL (Cheshire Datasystems Ltd)	<input type="text"/>	Adobe InDesign
<input type="text"/>	Open GI	<input type="text"/>	Adobe Photoshop
<input type="text"/>	SSP (Software Solutions Partners)	<input type="text"/>	Other:
<input type="text"/>	Transactor GSL	<input type="text"/>	Other:
<input type="text"/>	360 Lifecycle	<input type="text"/>	Other:
<input type="text"/>	Toolbox (Personal Touch)	<input type="text"/>	Other:
<input type="text"/>	XPLAN	<input type="text"/>	Other:

## IT/ PROGRAMMING KNOWLEDGE AND EXPERIENCE

<input type="text"/>	C / C# / C++ / Objective C	<input type="text"/>	Cyber security
<input type="text"/>	HTML	<input type="text"/>	Networking
<input type="text"/>	Java Script	<input type="text"/>	Microsoft Server Management
<input type="text"/>	PHP	<input type="text"/>	Other:
<input type="text"/>	Python	<input type="text"/>	Other:
<input type="text"/>	SQL	<input type="text"/>	Other:
<input type="text"/>	CompTIA A+ / ITIL / MCSA	<input type="text"/>	Other:

## GENERAL INSURANCE KNOWLEDGE AND EXPERIENCE

<input type="text"/>	Car	<input type="text"/>	Motorcycle
<input type="text"/>	Home	<input type="text"/>	Travel
<input type="text"/>	Marine	<input type="text"/>	Other:

## COMMERCIAL INSURANCE KNOWLEDGE AND EXPERIENCE

<input type="text"/>	Commercial Combined	<input type="text"/>	Stock/ Machinery
<input type="text"/>	Commercial Vehicle	<input type="text"/>	Tools / Goods / Transit
<input type="text"/>	Liabilities	<input type="text"/>	Other:
<input type="text"/>	Office/ Retail	<input type="text"/>	Other:
<input type="text"/>	Private/ Public Hire	<input type="text"/>	Other:
<input type="text"/>	Property Owners	<input type="text"/>	Other:
<input type="text"/>	Risk Management	<input type="text"/>	Other:

## OTHER GENERAL KNOWLEDGE AND EXPERIENCE

<input type="text"/>	Auditing	<input type="text"/>	Human resources
<input type="text"/>	Copywriting	<input type="text"/>	Management/ leadership
<input type="text"/>	Proof reading	<input type="text"/>	Training
<input type="text"/>	Graphic Design	<input type="text"/>	Other:
<input type="text"/>	Photo / video editing	<input type="text"/>	Other:
<input type="text"/>	Marketing	<input type="text"/>	Other:
<input type="text"/>	Accounts reconciliation	<input type="text"/>	Other:
<input type="text"/>	Payroll	<input type="text"/>	Other:
<input type="text"/>	Purchasing	<input type="text"/>	Other:
<input type="text"/>	Inbound sales	<input type="text"/>	Other:
<input type="text"/>	Outbound sales	<input type="text"/>	Other:

## SUPPORTING INFORMATION

Please use the space below for any additional information you wish to provide in support of your application:

## RIGHT TO WORK IN THE UK

If you are invited to an interview, you will be required to produce original documents to prove your eligibility to work in the UK.

## DECLARATION

The information on the form will be held and used by us in accordance with the provisions of the Data Protection Act 1998 and any other relevant legislation. This information will be held and processed for personnel / payroll administration and statistical and business analysis. Please tick to consent:

By signing this application, I am certifying that to the best of my knowledge the information I have provided is correct and I have taken reasonable care to ensure of its accuracy. I accept that providing deliberately false information could result in my dismissal.

Applicant Name:

Date:

Applicants Signature: