Akhter Group plc

Employment Application

Please complete all sections of this form
even if it duplicates your CV
and return it together with your CV if you have one.

Please E-Mail To – Anita.Upton@Akhter.co.uk

The HR Department, Akhter House,
Perry Road, Harlow, Essex, CM18 7PN

Telephone: 01279-821200

Please Insert a JPG Photo of Yourself Into This Box

1 - Click on **INSERT** Tab
2 - Choose **PICTURE**
3 - Navigate to Location
4 - Choose Which Photo
5 - Click **INSERT**

Mr/Mrs/Ms:		Surname:	
Forename(s):		Date of Birth:	
Tel – Home:		Nationality:	
Tel – Mobile:		Nat Ins No:	
Marital Status:		Dependents No:	Ages:
Email Address:			
Address:			
		Post Code:	

Have you ever been convicted of a **Criminal Offence**: Other than a spent conviction committed under the Rehabilitation of Offenders Act 1974 **YES NO** Delete RED Text Above As Appropriate	If You – Have Been Convicted – Please give details:
Do you have a current **Driving Licence** **YES NO** Delete RED Text Above As Appropriate	If it is – NOT CLEAN – Please give details:

How would you best describe your General HEALTH: **Very Good Good Fair Poor** Delete RED Text Above As Appropriate	Do you SMOKE: **YES NO** Delete RED Text Above As Appropriate

Name of **Next of Kin** (for emergency):	
Address:	
Contact Tel:	

Position applied for:	
Annual Salary Expected:	£

Have you previously applied for a position with this company ?	**YES NO**
If offered this position, will you continue to work in any other capacity ?	**YES NO**
If offered this position, what date would you be available to start ?	

NOTES (for office use only)

EDUCATION (most recent first) and professional courses, qualifications and memberships

NOTES (for office use only)

Dates From - To	**School, College** or other Organisation	**Qualifications Achieved** Grades Attained, Memberships etc

EMPLOYMENT HISTORY (Starting with current or most recent employer)

Employer - 1

Dates: From To

Address:

Job Title: Salary: £

Description of Role:

Reason for Leaving:

Employer - 2

Dates: From To

Address:

Job Title: Salary: £

Description of Role:

Reason for Leaving:

Employer - 3

Dates: From To

Address:

Job Title: Salary: £

Description of Role:

Reason for Leaving:

Employer - 4

Dates: From To

Address:

Job Title: Salary: £

Description of Role:

Reason for Leaving:

NOTES (for office use only)

SUITABILITY Please outline why you feel you would be suitable for the position you have applied for:

REFERENCES – Please provide 1 x Personal Reference – and 2 x Professional References

PERSONAL Reference

Contact Name: Office Use

Address:

Telephone: E-Mail:

PROFESSIONAL Reference - 1

Contact Name: Office Use

Address:

Telephone: E-Mail:

PROFESSIONAL Reference - 2

Contact Name: Office Use

Address:

Telephone: E-Mail:

NOTES – For Office Use Only

DECLARATION

The information given on this application form is to the best of my knowledge, true and complete.

Signature: Date:

Please complete all of this form (even if it duplicates your CV) and return it with your CV if you have one.