



MIDAS

MANCHESTER INVESTMENT
DEVELOPMENT AGENCY SERVICE

www.investinmanchester.com

APPLICATION FOR EMPLOYMENT

Please answer **ALL** questions on this form in full, using **BLOCK CAPITALS** and **black ink**.

Post(s) for which you are applying:

PERSONAL DETAILS

Surname:

Title (Mr/Mrs/Miss/Ms):

First name(s):

Address:

Postcode:

Telephone (work):

Telephone (Home):

National Insurance number:

1. PRESENT / MOST RECENT EMPLOYMENT

Job title:

Date appointed:

Notice required / Date employment ended:

Current / Leaving salary:

Name of employer:

Nature of business:

Please describe your duties and responsibilities, and highlight the skills employed when performing this job. You should also identify your position in the organisation and outline why you wish to leave, or why you left.

(Please continue on a separate sheet if necessary, clearly indicating that you are referring to this section in the form)

2. PREVIOUS EMPLOYMENT HISTORY

Name of employer:		Nature of business:	
Dates employed:		Salary:	
Position and duties:			
Reason for leaving:			
Name of employer:		Nature of business:	
Dates employed:		Salary:	
Position and duties:			
Reason for leaving:			
Name of employer:		Nature of business:	
Dates employed:		Salary:	
Position and duties:			
Reason for leaving:			

(Please continue on a separate sheet if necessary, clearly indicating that you are referring to this section in the form)

3. EDUCATION (Please start with your most recent qualification)

Name of University / College / Secondary School:	
Dates attended:	
Details of qualification, subject(s) taken and grade / level attained:	
Name of University / College / Secondary School:	
Dates attended:	
Details of qualification, subject(s) taken and grade / level attained:	

4. TRAINING (Please start with your most recent training)

Include any vocational qualifications and training courses, including ones undertaken in the work environment.

Institution attended / Organising body:

Dates attended:

Type of training and level attained:

Institution attended / Organising body:

Dates attended:

Type of training and level attained:

Institution attended / Organising body:

Dates attended:

Type of training and level attained:

5. INTERESTS

Please outline your leisure interests and hobbies, including any involvement in community groups, voluntary agencies etc:

6. RELEVANT EXPERIENCE

Please say why you are applying for this post and highlight any experience or achievements, including those gained through voluntary work or in the home, which you consider relevant to this application. You may find it helpful to look at the person specification guide and see what experience and expertise we are looking for.

7. OTHER INFORMATION

Do you hold a current driving licence?

Do you have your own transport?

Please indicate where you saw this position advertised:

Do you have any criminal convictions?

If yes please give details below:

(If this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose any convictions against yourself which would otherwise be considered as 'spent' in relation to this application. The advertisement will state if the post is exempt, but please check with our HR department if you are unsure).

If you are not British, are there any restrictions on you obtaining employment in this country?

Please indicate the number of days you have been absent from work through illness during your last 2 years of employment, and the reasons for these absences:

8. REFERENCES

Give the details of two **employment** referees, one of whom must be your **present** or **most recent employer**.

Name:

Job title:

Organisation:

Address:

Postcode:

Telephone:

I do not wish this referee to be contacted prior to the interview:

Name:

Job title:

Organisation:

Address:

Postcode:

Telephone:

I do not wish this referee to be contacted prior to the interview:

DECLARATION

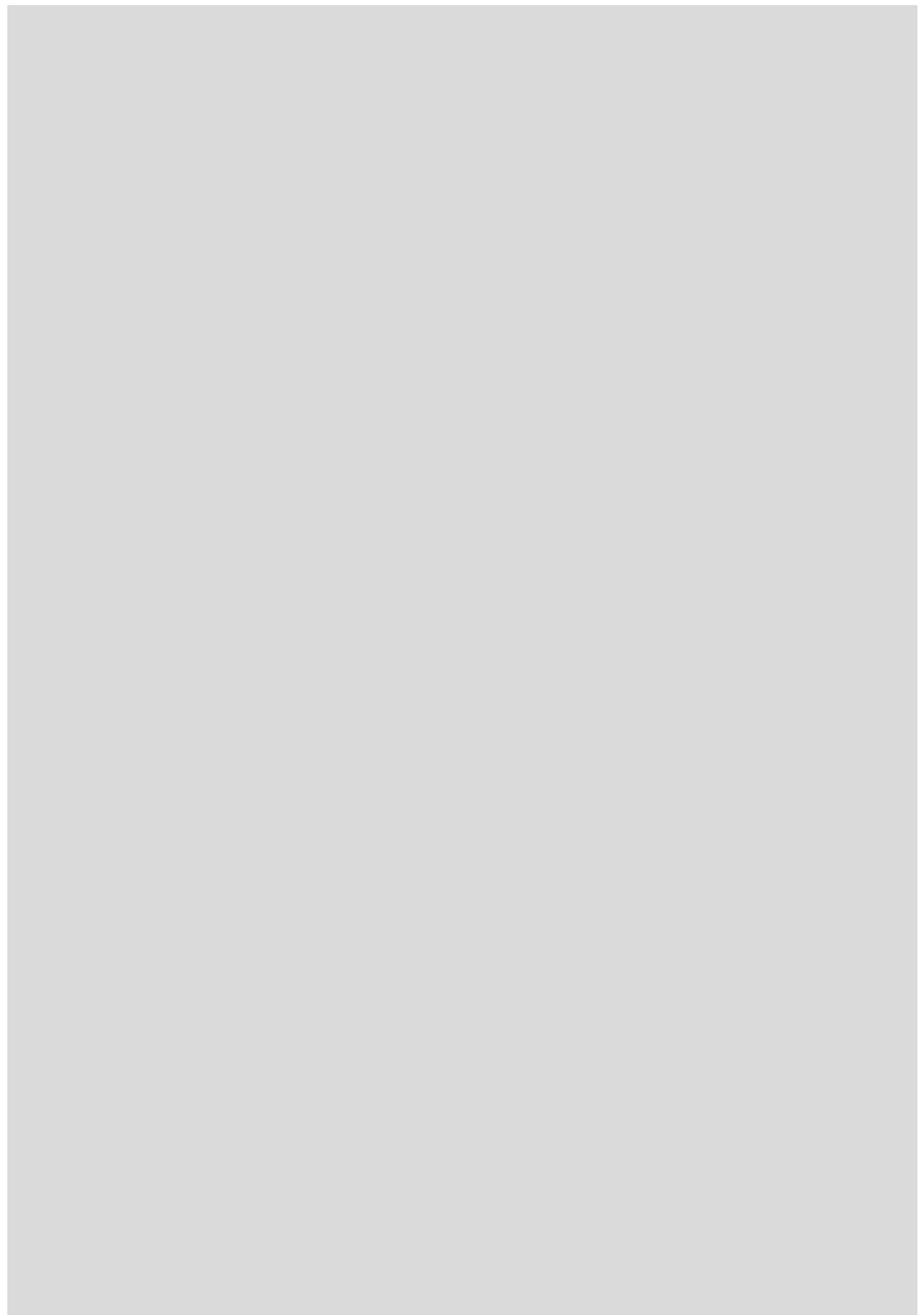
I declare that the information given in application for this post is true and complete. I understand that if it is subsequently discovered that any particulars I have given are false or misleading, I may be regarded as ineligible for recruitment or liable to be dismissed. I understand that, if MIDAS employs me, details contained on this form may be held on computer.

Signed:

Date:

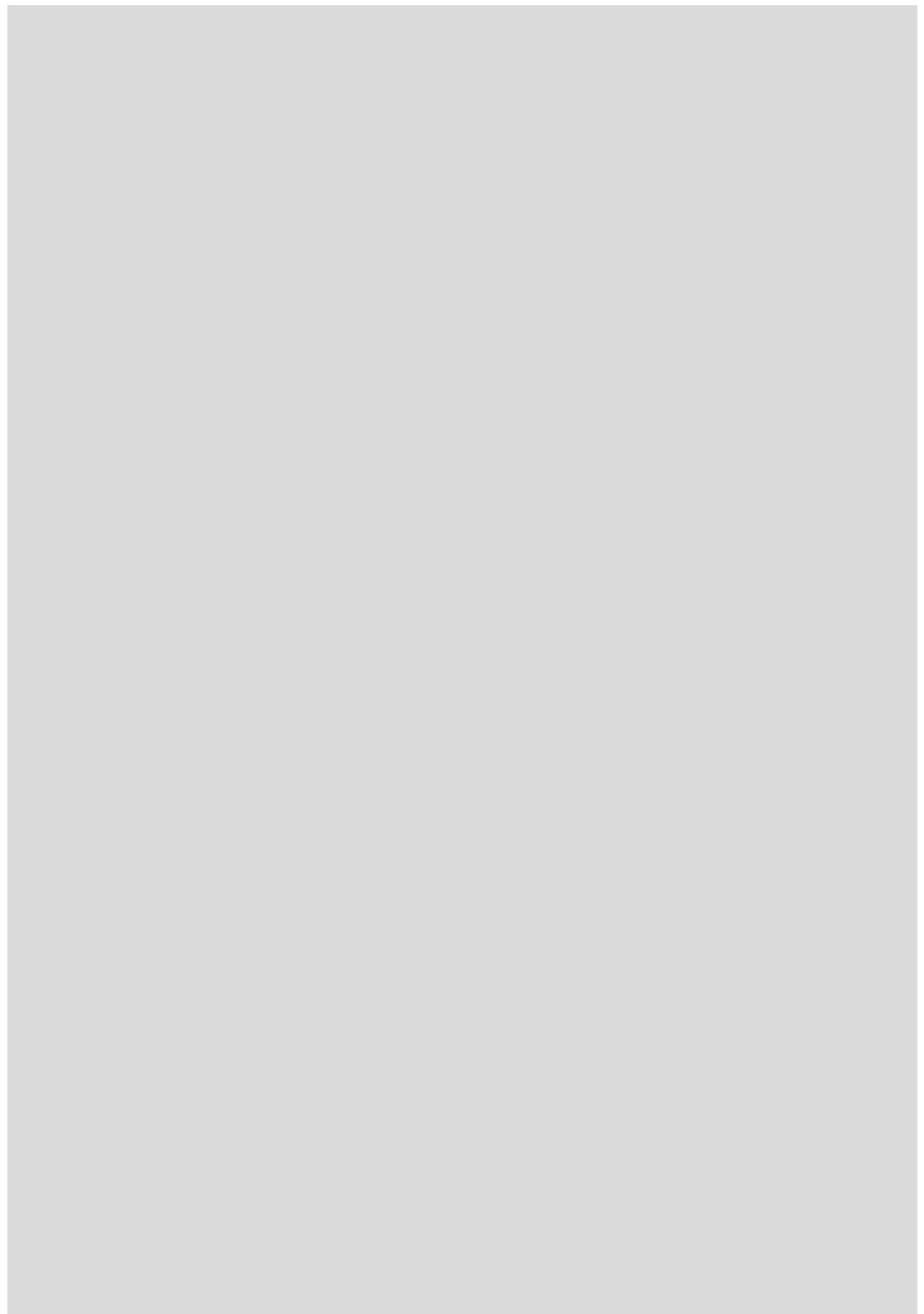
CONTINUATION SHEET

You may use this page to continue any of the previous sections. You should mark each section clearly.



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MIDAS - Manchester's Investment and Development Agency - provides free and confidential advice to firms and organisations looking either to locate or expand in Manchester City Region

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