



**E. P. BARRUS LTD.**  
 Launton Road,  
 Bicester,  
 Oxon. OX26 4UR.  
 Tel: 01869 363636  
 Fax: 01869 363600  
 www.barrus.co.uk

Version 2266 Public\Templates\Publicity

# EMPLOYMENT APPLICATION FORM for

## CONFIDENTIAL

All information given will be treated in confidence. Please complete all sections of this application form, even if accompanied by your personal CV. Any references given may be taken up.

Please bring to an interview any certificates, scholastic or technical, which will support your application. Do not enclose certificates with this application form.

Please note that any information submitted on this Application Form will be deemed to form part of any ensuing contract of employment. False information submitted can result in subsequent dismissal. This is a standard procedure with all employees.

### PERSONAL DATA

Title Mr, Mrs, Miss, Ms .....

Surname (block capitals) .....

Forenames .....

Address .....

.....

.....

Telephone number: Private .....

Business (can you be contacted here?) .....

Nature of residence (ie. own house, flat etc) .....

Will you reside anywhere in the country? .....

Which areas do you prefer? .....

Does your company provide a car? .....

Do you own a car? .....

Have you a current clean driving licence? .....

Date of birth ..... Age ..... Place of birth .....

Nationality ..... Marital status .....



Registered to BS EN ISO 9001 Certificate No. 21951.  
 Registered in London No. 148476.





Height ..... Weight .....

Number, ages and sex of children .....

.....

Have you any physical disability? .....

Please detail any illness during the last 10 years which may affect your duties .....

.....

.....

Do you have any relatives who work or have worked at E. P. Barrus Ltd. If so, please state who and when: .....

Please list here any previous criminal convictions .....

.....

**EDUCATION AND TRAINING**

Please list in chronological order, Schools, Colleges, Universities and other places of education and training whose courses you have attended since the age of 11.

**EDUCATION**

NAME AND LOCATION	DATE		EXAMINATION RESULTS (state subjects)
	From	To	

**FURTHER EDUCATION (Including Technical and Professional)**

NAME AND LOCATION	DATE		DETAILS - Include Diplomas, Certificates and other qualifications awarded. State whether full or part time.
	From	To	

Computer Skills: .....

.....

Shorthand speed (if applicable): .....

Foreign languages (state proficiency in both speaking and writing): .....

.....



**LEISURE AND INTERESTS**

Which publications do you read regularly? .....

How do you spend your leisure time? .....

.....

Membership of Clubs, Institutes or Societies (indicate any office held) .....

.....

.....

**PRESENT OR LAST EMPLOYMENT**

1 What is the title of the person to whom you are responsible? .....

2 Give a precis of your job specification .....

.....

3 State the number of internal/external staff you control: .....

4 What do you consider to be the strength of your character? .....

.....

5 What do you consider to be the weakness of your character? .....

.....

.....

6 What aspect of your job do you enjoy the most? .....

.....

.....

7 What aspect of your job do you enjoy the least? .....

.....

.....

8 Period of notice required if you are offered this appointment .....

.....

Please list your references here. **N.B.** Any references given may be taken up.

Name .....

Name .....

Address .....

Address .....

.....

.....

.....

.....

.....

.....

Tel No .....

Tel No. ....



**ADDITIONAL INFORMATION**

Please write about yourself here, giving any information which may be helpful in considering your application - for example, what are your long term plans? Your strong points? What affects your attitude to certain types of work and what influenced you to make this application?

Date ..... Signature .....

