

SP SERVICES (UK) LIMITED**APPLICATION FOR EMPLOYMENT***** Please circle where appropriate**

Post applied for:	Part time / Full time *
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1. PERSONAL DETAILS

Surname:	Title: Mr / Mrs / Miss / Ms *	
Forenames:		
Full postal address (including post code):		
Evening telephone number:	Mobile telephone number:	
Daytime telephone number:	Email address:	
Please indicate your preferred method of contact should you be invited for interview:		

Do you need to obtain a Work Permit to take up employment in the UK? (The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence to employ a person who is not entitled to live or work in the United Kingdom. All successful applicants will be asked to produce documentary evidence to support this before employment)	YES	NO
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Do you hold a full driving licence? (You may be required to provide a copy of your driving licence)	YES	NO
Please specify type / country of issue:		
Are you a vehicle owner?	YES	NO
Please give details of any endorsements:		

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974)	YES	NO
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Do you need us to make any reasonable adjustments regarding your application?	YES	NO
Do you need us to make any reasonable adjustments regarding the job itself to help you carry it out?	YES	NO

2. EDUCATION

GENERAL EDUCATION			
Please give details of school / college / university attended (most recent first)			
Name	Address	From	To

QUALIFICATIONS ACHIEVED			
Please give details of any relevant qualifications you hold (most recent first). If your application is successful, we will require proof of these			
Qualification / subject	Awarding body	Grade / level	Date awarded

TRAINING		
Please give details of any training that you feel is relevant to this application (most recent first)		
Qualification / subject	Training provider	Date awarded

PROFESSIONAL ASSOCIATIONS		
Are you a member of any professional institutes? If so, please provide details		
Professional body	Level / grade of membership	Date joined

PREVIOUS EMPLOYMENT [1]		
Position held:	From:	To:
Organisation:		
Address:		
Responsible to:	Number reporting directly to you:	
Reason for leaving:	Final remuneration:	
Please give a brief description of the main responsibilities, knowledge and experience gained in this employment:		

PREVIOUS EMPLOYMENT [2]		
Position held:	From:	To:
Organisation:		
Address:		
Responsible to:	Number reporting directly to you:	
Reason for leaving:	Final remuneration:	
Please give a brief description of the main responsibilities, knowledge and experience gained in this employment:		

PREVIOUS EMPLOYMENT [3]		
Position held:	From:	To:
Organisation:		
Address:		
Responsible to:	Number reporting directly to you:	
Reason for leaving:	Final remuneration:	
Please give a brief description of the main responsibilities, knowledge and experience gained in this employment:		

PREVIOUS EMPLOYMENT [4]		
Position held:	From:	To:
Organisation:		
Address:		
Responsible to:	Number reporting directly to you:	
Reason for leaving:	Final remuneration:	
Please give a brief description of the main responsibilities, knowledge and experience gained in this employment:		

APPLICATION REF:	
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4. MEETING THE JOB DESCRIPTION

Please use the space below to explain how you meet the requirements of the job description and please provide us with any further information about yourself that is relevant to this application. Please attach a separate sheet if necessary.

5. GENERAL

Would you have to relocate if offered this post?	YES	NO
When would you be available for interview?		
If you have any holiday commitments, please detail these:		
How did you hear about this job?		
Please give details of any courses you intend to pursue:		

6. REFERENCES

All offers of employment are subject to the receipt of satisfactory written references. Please provide details of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.

Name:	Name:
Organisation:	Organisation:
Job Title:	Job Title:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

7. DECLARATION

I certify that the information provided on this form is correct to the best of my knowledge and I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to my dismissal without notice.

Signed:	Date:
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8. DATA PROTECTION

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form, and any other information obtained or provided during the course of your application ("the Information") will be used solely for the purposes of assessing your application.

Signed:	Date:
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