

# Hale & Co ( Drybrook ) Ltd

## Timber & Builders Merchant

01594 545300

**Return this form to:** Jake Hale, General Manager

**POSITION APPLIED FOR:**  
Purchase Ledger Accounts Assistant

Surname	Forename(s)	Title
Address		Telephone no. Mobile no.
Postcode		
NI no.	Date of birth	
Current driving license? Groups:	Yes / No Expiry Date:	
Details of endorsements:		
Are there any restrictions on you taking up employment in the UK? Yes / No (If yes, please provide details)		

**OFFICE USE ONLY**

**Action to be taken:** (Please tick)

Unsuccessful

On file

Shortlisted

Contact for interview

Date / time of interview.....

Comments.....

Second Interview

Date / time of 2<sup>nd</sup> interview.....

Comments.....

Job offer

Date of job offer.....

Outcome.....

Any other comments.....

### EDUCATION HISTORY

Schools	Qualifications gained
Colleges/Universities	Qualifications gained
Other Training	

## OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

## EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)

FROM - TO	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	START / FINISH SALARY	REASON FOR LEAVING

Notice required in current post:

## REFERENCES

Please note here the names and addresses of two persons from whom the company may obtain both character and employment references. Do you give permission for us to contact these persons prior to a job offer? Yes / No

1.	2.
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## LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

## CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

## GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post.

## HEALTH DETAILS

Do you have any impairment which could affect your ability to participate in an interview and/or to carry out this particular role (if successful)? Yes  No

If yes, please specify any special arrangements we could put in place to allow you to participate in an interview.

If yes, please specify any special arrangements we could put in place to allow you to carry out this particular role (if successful).

## **DECLARATION (Please read this carefully before signing this application)**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: .....

Date: .....

**Please return form to:**

**Hale & Co. (Drybrook) Ltd, Nailbridge, Drybrook, Glos. GL17 9JW**