



## application for employment introduction

### **Important**

complete this form electronically and email to [careers@kolorcraft.com](mailto:careers@kolorcraft.com) or print, complete and return by post to the HR Department at the address below.

application for  
employment  
confidential

**position applied for**

Job title

Closing date

**please print in block capitals**

Your full name

Address

**contact telephone numbers**

Daytime

Evening

### important note

Thank you for requesting an Application. Please read the following notes before completing the form. If you require assistance with this form, feel free to contact us at the address on page 1.

### please

- read any associated additional information before completing the form.
- complete the form using black/dark blue ink or type for photocopying purposes.
- Give all the required information about yourself and tell us why you think you are suitable for the job.
- Return to the address below on or before the closing date.

### references

It is our policy to take up references for short-listed candidates. Please give names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent employer. If you have not been previously employed, give the name of a responsible person who knows you well, but is not a relative.

Give your former name if different from that above, to ensure we are asking for the correct reference.

Do you need a work permit to take up employment in the UK? (YES or NO)

### referees

Name

Name

Status / Job title

Status / Job title

Address

Address

Tel no

Tel no

No approach will be made to your present employer before an offer of employment is made to you.

**education and qualifications**

Please give details of your education and qualifications. Make sure you include professional qualifications.

| Qualification | Results / grades | Where obtained |
|---------------|------------------|----------------|
|               |                  |                |
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**training**

List all training courses undertaken including practical, in-house, commercial, and special training courses. Include any apprenticeships, training schemes, evening classes and adult education.

| Course and training details | Results / grades | Where obtained |
|-----------------------------|------------------|----------------|
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**driving**

Do you hold a current UK driving licence? (YES or NO)

If YES what type of licence do you hold? (FULL, PROVISIONAL etc.)

Do you have regular use of a car? (YES or NO)

**declaration**

Have you ever been convicted of a criminal offence? - Declaration subject to 'The Rehabilitation of Offenders Act 1974 (YES or NO)

**availability**

Please tell us if there are any dates when you will not be available for interview.

**employment history**

List below present and past employment, beginning with your most recent.

| Name and address of employer | Date from / to       | Salary               | Notice Period        |
|------------------------------|----------------------|----------------------|----------------------|
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Job title : describe the work you did

Reason for wishing to leave

**employment history (contd.)**

| Name and address of employer | Date from / to | Salary | Notice Period |
|------------------------------|----------------|--------|---------------|
|                              |                |        |               |

Job title : describe the work you did

Reason for wishing to leave

| Name and address of employer | Date from / to | Salary | Notice Period |
|------------------------------|----------------|--------|---------------|
|                              |                |        |               |

Job title : describe the work you did

Reason for wishing to leave

**additional information**

Please tell us why you applied and give examples of things that you have done that make you particularly suited to the role. (Continue on a blank sheet if necessary)

How did you learn of this vacancy?

**I DECLARE THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I ACCEPT THAT PROVIDING DELIBERATELY FALSE INFORMATION OR WITHHOLDING RELEVANT INFORMATION MAY RESULT IN DISMISSAL. (YES or NO)**

Signed

Date

**for office use only**

|   |   |
|---|---|
| <p>Date Received:</p> <p>Reason for de-selection:</p> <ol style="list-style-type: none"> <li>1. Experience</li> <li>2. Qualifications</li> <li>3. Training</li> <li>4. Knowledge</li> <li>5. Circumstances</li> <li>6. Dispositions</li> <li>7. Skills</li> </ol> | <p>Qualifications checked:</p> <p>References taken up by telephone or writing:</p> <p>Comments:</p> |
|---|---|