



**ADMINISTRATION ASSISTANT
EMPLOYMENT APPLICATION FORM**

Please return completed form to:

Personnel Dept, ECM (Vehicle Delivery Service) Ltd, The Airport, Carlisle, CA6 4NW

- 1. Name _____
- 2. Current Address : _____

- Contact Telephone Number(s) : _____
- 3. Date of Birth: _____
- 4. Marital Status: _____
- 5. Do you have any children? If yes, how many and what are their ages? _____

- 6. Do you own a car to get you to work and back? YES/NO
- 7. If no, how would you propose to travel to and from work? _____

- 8. Do you hold a full current car driving licence? YES/NO
- 9. Are you currently employed? YES/NO

CURRENT EMPLOYMENT

- 10. **CURRENT / MOST RECENT EMPLOYMENT** (if unemployed please indicate last employment and dates below)
Name and Address of Employer: _____

Date employed from: _____ to _____
Nature of Employment: (please give a detailed description of what your current work involves)

NB: Current employers will not be contacted without your permission

- 11. If currently employed, please explain, in detail, why you wish to leave your current employment and what improvement/rewards you expect to gain from a job change.

12. What is your present gross weekly pay? (If unemployed state previous weekly pay):

13. What are your current hours of work, or if unemployed what hours did you work in your previous employment?

Monday to Friday

Saturday

Sunday

14. If successful with your application how much notice are you required to give to your present employer? __

EMPLOYMENT HISTORY

15. Please give details of your previous employment stating employer's name and address, dates of employment and nature of employment e.g. main duties and responsibilities.

1. From (date) to (date)
Name and Address of Employer:
.....
.....
.....

Nature of Employment:
Reason for leaving

2. From (date) to (date)
Name and Address of Employer:
.....
.....
.....

Nature of Employment:
Reason for leaving

3. From (date) to (date)
Name and Address of Employer:
.....
.....
.....

Nature of Employment:
Reason for leaving

4. From (date) to (date)
Name and Address of Employer:
.....
.....
.....

Nature of Employment:
Reason for leaving

.....

16. Have you ever been disciplined by an employer? YES/NO
If yes, please give details _____

17. Have you ever been dismissed by a previous employer? YES/NO
If yes, please give details _____

SKILLS AND QUALIFICATIONS

18. Please list any academic qualifications, including grades achieved at school, or as a result of further education:-

19. Do you have any work related administration experience? If yes, please provide details. YES/NO

20. Do you have any experience of Microsoft OFFICE applications, or similar? If yes, please give brief details YES/NO

GENERAL QUESTIONS

21. Have you any special needs in order to complete the job? YES/NO
If yes, please give details _____

22. Are there any social or domestic commitments or any other reasons, which would prevent you at any time from working overtime if required? YES/NO
If yes, please give reasons: _____

23. Have you consulted a doctor, at any time, in the past 2 years? YES/NO
If yes, what were the reasons? _____

24. How many days' absence from work, other than for holidays, have you had in the past 2 years?

Out of these, how many days were due to sickness?

25. Do you now, or have your ever, suffered from any form of back injury? YES/NO

26. Have you ever injured yourself at work? YES/NO
 If yes, please give details _____

27. Have you any objections to or is there any medical reason as to why you would not be able to wear a uniform whilst carrying out your duties as an Administration Assistant? YES/NO
 If yes, please give details: _____

28. Do you smoke? YES/NO
29. Have you ever been convicted by a court of law for any criminal offence? YES/NO
 If yes, please give details _____

30. Do you have any holidays booked, which cannot be cancelled, or changed? YES/NO
 If yes, please give details _____

31. Please list any hobbies, pastimes, or sports, which you currently hold an interest in.

32. Please attach copies of any references, or list below names and telephone numbers of any referees (*preferably work-related*).

33. Do you know any member of staff currently working for E.C.M.? YES/NO
 If so, who? _____

I certify that the information I have given on this Employment Application Form is accurate. I understand that if the information is subsequently found to be false, my application may be rejected, or in the case of my appointment, I may be dismissed.

SIGNED: _____ DATED: _____

“THE DATA PROTECTION ACT 1998 - To help us maintain applicants records we require that your personal details are stored on the company’s personnel computer system. We can confirm that these details will only be used in the assistance of processing your application and will not be used for any other reason or passed on to any other company or third party.”