



Thank you for your interest in employment with Xograph Technologies Limited. Please complete this application form in as much detail as possible. We will be using the information provided to short list candidates based on their suitability for the job as detailed in the enclosed person specification.

If you have a disability and you require having this form, or submitting the information with regard to this form, in another format, please contact our HR Dept.

Please complete in your own handwriting

#### APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR:

DATE:

DEPT:

#### PERSONAL DETAILS

SURNAME:

FORENAME:

FORMER NAME:

TITLE: **Mr/Mrs/Miss/Ms (Please Circle)**

ADDRESS:

TELEPHONE NO'S:

Home:

Work:

Mobile:

POSTCODE:

NI NUMBER:

EMAIL ADDRESS:

NATIONALITY

GENDER **Male/Female (Please Circle)**

DO YOU HAVE A DISABILITY? YES  NO  IF YES, PLEASE FIVE DETAILS

HOW DID YOU HEAR ABOUT THIS VACANCY?

#### AVAILABILITY FOR WORK (TEMPORARY STAFF ONLY)

DATES I AM AVAILABLE FOR WORK:

FROM:

TO:

SHIFTS WORK ON A ROTATIONAL BASES,  
WEEK ABOUT

0600-1430

1400-2230

HOLIDAY DATES:

HOW I WOULD TRAVEL TO WORK:

WOULD YOU BE AVAILABLE FOR A TELEPHONE INTERVIEW?

YES  NO

CONTACT NUMBER FOR INTERVIEW:

**EDUCATION & QUALIFICATIONS (Most Current First)**

Dates		Schools/Colleges attended since age 11	Examinations passed, Certificates, Degrees obtained
From:	To:		

**EMPLOYMENT HISTORY (Present Role First)**

Dates		Name and Address of Employer	Job Title and Key Responsibilities	Part/Full Time	Salary on leaving	Reason for Leaving
From:	To:					

PERIOD OF NOTICE REQUIRED BY PRESENT EMPLOYER:

NO. OF DAYS ABSENT FROM WORK/SCHOOL IN THE LAST YEAR DUE TO ILLNESS:

**SUPPORTING STATEMENT**

PLEASE PROVIDE A STATEMENT HIGHLIGHTING YOUR SUITABILITY FOR THIS POSITION.

**INTERESTS/HOBBIES**  
Sports/Social/Activities etc...

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**FOREIGN LANGUAGES**  
(State Proficiency)

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**CRIMINAL OFFENCES/DRIVING LICENCE ENDORSEMENTS/ELIGIBILITY TO WORK**

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES  NO

IF YES, PLEASE GIVE DETAILS:

DO YOU OWN A FULL DRIVING LICENCE? YES  NO

PLEASE GIVE DETAILS OF ANY ENDORSEMENTS ON YOUR LICENCE:

ARE YOU A BRITISH SUBJECT? YES  NO

DO YOU NEED A WORK PERMIT FOR EMPLOYMENT IN THE UK? (If Yes, see below) YES  NO

By law we are required to comply with the terms of the Asylum and Immigration Act. If you are asked to attend for an interview it will be necessary to bring with you **your original passport or a UK birth certificate**. If for any reason you are unable to do so you should let us know because we are obliged to satisfy the Act as you may be able to produce other documents which will enable us to comply.

**REFERENCES**

Please supply the name, address and telephone number of two referees, one of which should be your most recent employer. It is our policy to approach all referees prior to interview. If you do not want us to take up references until an offer of employment has been made and accepted, then please tick this box

Business Reference	Personal Reference
Name:	Name:
Address:	Address:
Tel:	Tel: