



MANOR *of* GROVES

## Confidential Application for Employment

**Manor of Groves**

Freepost NATE 573, High Wych,  
Sawbridgeworth, Hertfordshire, CM21 0JU

Telephone 0870 410 8833    Facsimile 0870 417 8833

Email [marisa@manorofgroves.co.uk](mailto:marisa@manorofgroves.co.uk)

Website [www.manorofgroves.com](http://www.manorofgroves.com)

**Personal Details**

Position applied for

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How did you hear about the position? .....

Surname .....

Forename(s) .....

Address .....

.....

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Postcode .....

Home telephone number .....

Mobile telephone number .....

E mail address .....

Date of birth .....

Marital status .....

Number of children .....

Ages of children .....

Nationality .....

Do you need a work permit to work in this country .....

Do you hold a driving license.....

**Education and Training**

<b>School/College/ University/Training Course attended</b>	<b>Dates</b>	<b>Qualifications (please state grades achieved)</b>

**Employment History**

<b>Dates to and From</b>	<b>Name and Address of Employer</b>	<b>Position</b>	<b>Salary</b>	<b>Reason For Leaving</b>

Current Notice Period.....

**References**

Please list names, address and telephone numbers from whom we may obtain both work and character references. We reserve the right to contact previous employers

**Supplementary Information**

**Leisure Activities**

Please give details of recreational pastimes and hobbies

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**Criminal Record**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1973. If none please state:

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**Health**

Please give details of all absences from work in last 12 months

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Are there any disabilities that may affect your application .....

Are you registered disabled .....

If so note details

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**General Comments and Additional Details**

Please note the principal reasons for your application and highlight any achievements and strengths that you feel may aid your application

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**Declaration**

Please read carefully before signing this document

I confirm that the above information is correct and that any false or misleading information will give Manor of Groves the right to terminate any contract of employment offered

Signed..... Date.....