



Quartet Ltd , Edwinstowe House , High Street , Edwinstowe , Nottinghamshire , NG21 9PR
Tel: 01623 821 545 Web: www.quartet.uk.com

Application Form

Application for employment as:

Surname (Block Letters).....

Other names:.....

Address

.....
.....
.....

TelephoneMobile.....

Education & training

.....
.....
.....
.....

Details & results of any examinations taken

.....
.....
.....

Further education (e.g. technical college, evening classes)

.....
.....

Any craft or other training

.....
.....

Employment History

1. Present employer

Address

.....
.....

Job title

Duties

.....
.....

Rate of Pay

Date employed: from.....
to.....

Reason for leaving

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

Please tell us about other jobs you have done & about the skills you have used &/or learned in those jobs.

Please tell us why you applied for this job & why you think you are the best person for the job.

Have you ever been convicted of a criminal offence? YES/NO
(declaration subject to the Rehabilitation of Offenders Act 1974)

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

.....
.....

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

.....

I can confirm that to the best of my knowledge that the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature..... Date.....



Equal Opportunities in Employment Monitoring Form

- **Completion of this section is not compulsory**
- **Any information supplied by you will remain confidential, will be detached from your application and will not be used for selection purposes**

1. Ethnic Origin:

How would you describe yourself?

White

British 11
White Irish 12
Other white background 19

Black or Black British

Black or Black British - Caribbean 21
Black or Black British - African 22
Other Black background 29

Mixed

Mixed - White and Black Caribbean 41
Mixed - White and Black African 42
Mixed - White and Asian 43
Other Mixed background 49

Asian or Asian British

Asian or Asian British - Indian 31
Asian or Asian British - Pakistani 32
Asian or Asian British - Bangladeshi 33
Other Asian background 39

Chinese

Chinese 34

Other Ethnic (please describe below)

Other Ethnic background 80

Description:

2. Disability:

Do you consider yourself to be disabled? Yes No

(this need not be a disability which affects your ability to carry out your job)

3. Age:

Date of birth:

4. Gender:

Are you: Female Male

5. Marital Status:

Are you married? Yes No

6. Nationality:

Referees

Please give the names and addresses of two referees, one of whom should be your current or most recent employer. Students should give the names of a lecturer/tutor/supervisor as appropriate. If you are applying for a post involving direct contact with children, at least one referee must be able to comment on your child contact experience. We will normally request references before interview; if you do not wish us to contact them without your consent, please put a cross (X) next to their name.

1.	Name:	Telephone number:
	Capacity known to you:	
	Address:	Confidential fax number:
		E-mail address:
2.	Name:	Telephone number:
	Capacity known to you:	
	Address:	Confidential fax number:
		E-mail address: