

# STANLEY RECRUITMENT LIMITED

t/a Stanley Staff

**The Right People In The Right Places**

*Confidential Personal History*

Head Office: 5 Whitby Road,  
Ellesmere Port, Cheshire, CH65 8AA  
Telephone: 0151 356 3181  
Email: janette@stanleystaff.co.uk  
Internet: stanleystaff.co.uk

Please complete this application form as fully as possible.

## APPLICATION FOR TEMPORARY/PERMANENT EMPLOYMENT

Should you have a C.V., please submit an up-to-date copy with this document. In addition, bring to your interview your qualification certificates for photocopying and proof of your eligibility to work in the UK. Thank you.

SURNAME	FORENAMES	TYPE OF WORK SOUGHT		*TEMPORARY/ PERMANENT/BOTH
HOME ADDRESS.....		TEL. HOME	TEL. BUSINESS	
.....		MOBILE		
.....		E-MAIL ADDRESS		
.....		Do you have a current Driving Licence? * Yes/ No		
..... POST CODE .....		you have the use of a car? * Yes/ No		
National Insurance No.		Hours Preferred .....		
.....		Length of time available .....		

### EDUCATION

From/To	School	Qualifications Obtained/Grade

### FURTHER EDUCATION

From/To	College/University	Course/Subject	Qualifications Obtained/Grade

### OTHER QUALIFICATIONS (e.g. Membership of Professional Institutes)

Date Gained	Institution

### COURSES ATTENDED (Please use separate sheet if necessary)

Year	Duration	Location	Course

\*Delete as appropriate

<b>FOR OFFICIAL USE ONLY</b>	Candidate No.....	C.V Created	Y / N
Date removed from register.....	Reason for removal.....		

**PLEASE GIVE DETAILS OF PRESENT AND PREVIOUS EMPLOYMENT (commence with current employer history)**

Job Title ..... Date From ..... To .....

Company..... Company Description .....

Address .....

Salary £..... Benefits.....

Summary of Duties / Responsibilities.....

.....

.....

Reason(s) for leaving.....

Job Title ..... Date From ..... To .....

Company..... Company Description .....

Address .....

Salary £..... Benefits.....

Summary of Duties / Responsibilities.....

.....

.....

Reason(s) for leaving.....

Job Title ..... Date From ..... To .....

Company..... Company Description .....

Address .....

Salary £..... Benefits.....

Summary of Duties / Responsibilities.....

.....

.....

Reason(s) for leaving.....

**IF WORK HISTORY COVERS MORE THAN 3 EMPLOYERS NOTED ABOVE, PLEASE DETAIL POSITIONS IN BRIEF FORMAT BELOW**

Position	From	Date To	Company	Company Description	Reason for leaving

**GENERAL INFORMATION**

How much notice do you have to give your present employer? .....

Is your present employer aware of your efforts to seek alternative employment? \*Yes/ No

Do we have your permission to approach your present employer for a reference? \*Yes/ No

Have you already attended any interviews?(If so, please state where and outcome)\*Yes/ No .....

Which other companies/agencies have you already contacted? .....

What is the basic salary you would require? Salary Required £..... Hourly Rate £ .....

Do we have permission to send your C.V. to suitable vacancies/companies? \*Yes/ No

Please provide the Name and Address of two Referees (preferably present or previous employers) TO WHOM WE MAY APPLY WITH IMMEDIATE EFFECT

Name..... Name .....

Position Held..... Position Held.....

Company Name ..... Company Name .....

Address ..... Address .....

Town/Country .....Postcode..... Town / Country .....Postcode.....

E-mail ..... E-mail .....

I certify that the above is, to the best of my knowledge, true.

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

Thank you for taking the trouble to complete this form. We will now endeavour to ensure that your effort is rewarded. Please return this form to:  
 STANLEY RECRUITMENT LIMITED t/a Stanley Staff, 5 Whitby Road, Ellesmere Port, Cheshire, CH65 8AA.

FOR OFFICIAL USE ONLY

Ref Sent 1: ..... Ref Received 1: .....

Ref Sent 2: ..... Ref Received 2: .....

\*Delete as appropriate