

SIRE Technology Ltd - Application for Employment
Position applied for:
Please complete and post to: SIRE Technology Ltd, 16 Wellington Business Park, Crowthorne, Berkshire, RG45 6LS OR e-mail to hr@sire.co.uk.
The contents of this form will be treated in the strictest confidence.

Personal Details		
Surname	Forename	Title
Home address, including postcode		
Home tel number	Mobile tel number	
Email address		
Are there any restrictions on you taking up employment in the UK? Yes/No (If 'yes', please provide details)		

Education			
Please give details of qualifications (ie, NVQ, GCSE, O/A Levels , Degree).			
Subject	Qualification	Grade	Year
Please provide details of professional qualifications and/or membership of professional bodies.			
Qualification		Grade	Year
If you are currently studying, please provide details.			

Employment History

Please provide details of your employment to date, starting with your most recent post, and explain the reason for any breaks in employment.

Job Title (current or most recent)	Name of employer and nature of business
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Address of organisation, including postcode and telephone number

Summary of duties

Dates of employment

Final gross annual salary	Reason for leaving
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Notice period required with current employer

Previous employment (most recent first).

Date: from / to (month and year)	Employer's name and address and nature of business	Job titles and summary of responsibilities	Final salary and reason for leaving

Additional Information

In our opinion, this is the most important part of the application form.

We want you to explain succinctly why you're the best person for the job:

- what experience and skills do you have that are relevant to this job?
- What have you done or are doing that demonstrates you meet the qualities listed on the Job Description / Person Specification?

References

Please provide the contact details of two people who we may approach for a reference. The first referee should be your current/most recent employer. **SIRE Technology Ltd will not approach any referee prior to any conditional offer of employment.**

Name:

Job Title:

Organisation:

Address:

Postcode:

Tel No:

email:

How do you know them:

Name:

Job Title:

Organisation:

Address:

Postcode:

Tel No:

email:

How do you know them:

Leisure

Please tell us about any interest, hobby, or sporting activity, about which you're especially passionate.

Health Details

Do you have any disabilities that may affect your application? Yes/No

If Yes, please specify

- a) any reasonable adjustments that can be made to assist you in your application,
- b) any reasonable adjustments that could be made to the job itself to help you carry it out.

Please list all absences from work in the past 12 months and the reasons for such absences.

Declaration (please read carefully before signing)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that this information will be retained by SIRE Technology Ltd for up to one year after application, or up to six years after employment ends, and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that the Company may apply to my previous employers for references. I understand that should either reference not be to the satisfaction of the Company, any offer of employment may be withdrawn or my employment terminated.

Signed: Date: