

**PREMIUM GROUP
APPLICATION FOR EMPLOYMENT**

Please ensure that each section is completed fully. Do not attach CV or supplementary sheets unless requested to do so.

1. VACANCY DETAILS

Post for which you are applying	
Company	
This form is to be returned by	
To: HR Department, Premium Group, PR House, Hortonwood 30, Telford, TF1 7ET	
FOR OFFICE USE ONLY	
Date Received	Interview letter sent on
Regret letter sent on	References requested on

2. PERSONAL DETAILS

Surname		NI Number	
Forenames			
Address		Preferred title * MR/MRS/MS/MISS	
.....			
.....			
..... Post Code			
Telephone	Daytime Contact No:		
	Evening Contact No:		
Do you need a permit to take up work in the UK?		YES/NO	

Are you related to any Director or member of staff of the Premium Group or its Associated Companies	
*YES/NO	
Please give name of person, designation and Company.....	
.....	
* Please delete as appropriate	

3. HEALTH

How many days sickness have you had off in the last 2 years?
Over how many occasions?

4. CURRENT OR MOST RECENT EMPLOYMENT

Job Title	
Employer Name and Address	
.....	
.....	
..... Post code	
Telephone No: Can we contact you on this number * YES/NO	
Nature of Business	
Date Appointed	Present salary £
Date Left (if applicable)	Notice required
Description of Duties and Responsibilities	
Reason for leaving	

5. PREVIOUS EXPERIENCE

Please start with your last employment and work backwards. Please continue on a separate sheet if necessary and account for any significant breaks.

DATES FROM/TO	NAME AND ADDRESS OF EMPLOYER	JOB TITLE	REASON FOR LEAVING

6. EDUCATION AND TRAINING

Please give details of secondary schools/colleges attended and formal academic qualifications. Shortlisted applicants will be required to provide proof of qualifications.

School/Colleges	Dates	Examinations taken/to be taken	Pass/Grade

If you are disabled or suffer from an acute or chronic ill-health problem, please give details of any special arrangements you would require when attending the interview.

7. ADDITIONAL INFORMATION

Please give any further information which you feel will be useful in support of your application, including your reasons for applying and details of any voluntary/community work, spare time activities or leisure interests which may be relevant to the job. You may continue on a separate sheet of paper that should bear your name and title of the job you are applying for.

8. REFERENCES

Please give details of two referees who we may ask about your suitability for the post. One of these should be your present or most recent employer or college tutor.

Name	Name
Address	Address
..... Post code Post code
Tel No:	Tel No:
Can this reference be taken without further authority from you *YES/NO	Can this reference be taken without further authority from you *YES/NO

9. DATA PROTECTION ACT

All personal information supplied on this form is held confidentially and stored in line with the principles laid down by the Data Protection Act 1998. By signing this form you give your permission for the Company to have access to this information and for it to be retained in paper and computerised format.

10. SIGNATURE OF APPLICANT

I certify that to the best of my knowledge the details provided on this form and any supporting papers are true and accurate. Furthermore, I understand that the provision of false information will result in termination of any contract entered into. I understand that I will be asked to provide evidence of my eligibility to work in the UK before commencing employment and will provide this when asked.

Signature Date