

Application for Employment

General guidance notes:

- Fill in the application form in black ink and use CAPITAL letters.
- Answer all the questions with information that is relevant to the job you're applying for. Avoid using 'Not applicable'(n/a).

For overseas vacancies only:

You must have a valid passport or EEA ID card.

CV.

Please send a C.V. with the application

Guidance for filling in this form

Sections 1 to 4. Fill in all the details in CAPITAL letters.

Section 5. Give details of all driving licences you hold. For example motorcycle, car, HGV and PCV.

Section 6. Give details of all your previous jobs, putting the most recent job first then working back. Give as much detail as possible about your duties in each job, highlighting anything that is particularly relevant to the job you're applying for. Use a separate sheet of paper if necessary.

Section 7. Give details of universities, colleges, schools or other training places you have attended, putting the most recent first then working back. List any examinations you took and the grades and results you achieved

Section 8. You must fill in this section if you are applying for an overseas vacancy.

Section 9. This section is very important because it gives you the chance to sell your skills to us. Include any information that you feel makes you particularly suitable for the job. For example, previous experience, voluntary work, hobbies, language skills and relevant study and qualifications.

Section 10. Give the names, addresses and telephone numbers of two people who will act as character references for you. This has to be a previous employer and someone you have known for at least five years such as a family friend or neighbour, but not a relative. Please check with the people that they are willing to provide a reference for you before you put their details on the form.

Section 11. Sign and date the form to confirm that the information you have given is correct.

Data Protection Act 1988

TMA International Ltd may put the information you give on this form onto a computer system to help your application.

About the vacancy:

Vacancy applied for

Personal details

1. Title: Mr Mrs Miss Ms Other Please specify

Surname:

Other Names:

2. Address:

3. Day Time Telephone Number:

Mobile Number:

4. Email Address:

5. Driving licence held:

(Include any points on your licence and the reasons for them)

6. Work history: Start with your most recent job and work back. Continue on a separate sheet if necessary.

Employer	Position held and brief description of duties	Reason for leaving

7. Education and training: Start with the most recent and work back. Continue on a separate sheet if necessary

University, college, school	Course studied and qualifications achieved

8. Do you hold a current valid passport or ID card? No Yes

9. Supporting evidence: Please use this space to provide any other information that will support your application. Continue on a separate sheet if necessary.

10. References:

<p>1. Name:</p> <p>Phone Number:</p> <p>Email Address:</p> <p>Occupation</p>	<p>1. Name:</p> <p>Phone Number:</p> <p>Email Address:</p> <p>Occupation:</p>
<p>Can this person be contacted immediately? No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<p>Can this person be contacted immediately? No <input type="checkbox"/> Yes <input type="checkbox"/></p>

11. Signature:

Date: