

In-Time Watch Services Ltd

Sutton House
 13a Duke Street
 Southport



Merseyside PR8 1LS
 Tel: 01704 501600 Fax: 01704 541743 Email: mail@intime.co.uk

PLEASE USE BLOCK CAPITALS AND BLACK INK THROUGHOUT.

APPLICATION FORM

PERSONAL DETAILS	
Title:	Surname:
Forenames:	
Address:	
	Postcode:
Telephone (home)	Telephone (work)
Telephone (mobile)	
National Insurance Number:	
POSITION	
Position applied for:	
Please state if you would prefer full or part time work:	
If part time please state preferred days / hours:	
When would you be available to start work?	
LOCATION	
Please state which town or area you would ideally like to work in:	
If a position was only available elsewhere, please indicate:-	
(a) Distance you are prepared to commute each day:	
(b) Whether you are in a position to move house in the foreseeable future:	
(c) Do you have a full UK driving license?	Are you a car owner?

EDUCATION & TRAINING

Please use the space below to give details of Secondary School Education, any further education (or courses attended) noting examinations passed or qualifications gained. You may also wish to comment on work experience which you feel is relevant to the position applied for. Use a separate sheet of paper if the space below is insufficient.

HEALTH

Please describe your general health:

Do you have any physical disabilities which could affect this application? YES/NO:

If yes, please give details:

Are you registered disabled? YES/NO:

How many days sickness have you had in the past 24 months?

HOBBIES & INTERESTS

Please give brief details:

PERSONAL REFERENCES

Please give details of two people (not relatives) who we could approach for references, after obtaining your permission

Name

Name

Occupation

Occupation

Address

Address

Telephone:

Telephone:

PREVIOUS EMPLOYMENT HISTORY		
Present or most recent employer:		
Address:		
Post Code:		
Type of Business:		
Job Title and Duties:		
Date Commenced:	Date of Leaving:	Salary:
Reason for leaving / wish to leave:		
Please give details of your previous employment, beginning with the most recent:-		
Employer:		
Address:		
Post Code:		
Type of Business/Job Title:		
Date Commenced:	Date of Leaving:	Final Salary:
Reason for leaving:		
Employer:		
Address:		
Post Code:		
Type of Business/Job Title:		
Date Commenced:	Date of Leaving:	Final Salary:
Reason for leaving:		
Employer:		
Address:		
Post Code:		
Type of Business/Job Title:		
Date Commenced:	Date of Leaving:	Final Salary:
Reason for leaving:		
May we contact any of the above employers YES/NO. If NO, which one(s) do you not wish us to approach?		

ADDITIONAL INFORMATION

How did you find out about the job vacancy? i.e. Job centre, Newspaper advert, etc

What qualities do you feel you can bring to this company?

What do you know about In-Time as a company?

Why do you want to work for In-Time?

Please describe any relevant experience you have which you feel will strengthen your application.

Do you have any holidays pre-booked? If yes please give the dates of your holiday(s)

Signed _____ Date _____

Equal Opportunities Monitoring

In-Time Watch Services is committed to equal opportunities and welcomes applications from all sections of the community. In order to achieve this aim, it is necessary to undertake a monitoring process, so that we can identify sources of potential discrimination and take remedial action. Information will be treated in the strictest confidence and not used in the recruitment procedure.

Name _____

Date of Birth: _____

Please tick the box that best describes you: -

Asian - British Black - British

Bangladeshi Black - African

Chinese Black - Caribbean

Indian Black - Other

Pakistani Other Ethnic Background

Asian

White and Black Caribbean White - British

White and Black African White - Other European

White and Asian White - Other

Other Mixed Background

In accordance with the Asylum and Immigration Act 1996, all new employees will be required to produce evidence of their right to work in the UK. If you are not British or from the EU community, do you have permission to work in the UK?

Yes No

Nationality (for legal reasons)

Do you have any Visa restrictions Yes No

If YES, please detail and state the date your Visa expires

Signed _____ Date _____