



## Application for Employment

Application for the post of.....

Surname.....First Name.....	
Address.....	
.....	
.....	
Name and address of current or most recent employer	Present Post Weekly Pay; Date appointed; Period of notice;
Reason for leaving	

**Previous Employment**

Previous posts in the last 10 years with the most recent shown first (ie the one immediately prior to the present post above)

Employer's Name and Address	Post Held	From	To	Reason for leaving

## Education

Name of School/ college	From	To	Subject	Qualification Gained	Grade	Year
Other Relevant Training						
Subject(s):				Date:		

## Membership of Professional Bodies

Name of Professional Body	Grade/Status	Expiry Date

Please give a brief summary of your experience and training which is relevant to the post. Please read the advertisement, job description and person specification carefully and indicate why you feel you should be appointed.

continue in an other sheet if necessary

Please give the names of two referees who may be contacted, the first one should be your current or most recent employer

Name	Name
Address	Address
Phone no. email	Phone no. emal

## Personal Details

Date of Birth	
Telephone number	
Mobile phone number	
Email address	
Day time contact number	

## Equal Opportunities

We have an Equal Opportunities Policy which aims to eliminate discrimination in employment. Our policy aims to eliminate direct or indirect discrimination on grounds of sex, sexual orientation, marital status, colour, race, nationality, ethnic or national origin, creed, religious belief, age or disability.

## Interview Arrangements

If invited for interview do you have any special requirements eg wheelchair access?

Yes		No	
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Do you consider you have a disability which might require adjustments to the job or premises?

Yes		No	
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**ETHNIC ORIGIN**

This information is solely for monitoring purposes and is separated from the rest of the application form before interview.

I would describe my ethnic origin as follows:  
(tick appropriate box)

<b>Classification</b>	<b>Tick</b>	<b>Classification</b>	<b>Tick</b>
White		Pakistani	
Black-Caribbean		Bangladeshi	
Black-African		Chinese	
Black-other		Other	
Indian			

**Ross Charles Hairdressing**  
**REFERENCE REQUEST**

**URGENT – PLEASE RETURN PRIOR TO INTERVIEW DATE**

Date  
 Name and Address

**APPLICANT:**

**POST APPLIED FOR :**

**REF:**

**INTERVIEW DATE:**

The above named candidate has applied for the above post and has given your name as a referee. I would be grateful if you would complete this form.  
 I should be grateful if you could let me know, in strictest confidence, your opinion of their character and ability.

I attach a copy of the job description

A quick reply by return of post/email fax to \_\_\_\_\_ would be appreciated.

Yours sincerely

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a) Date of Employment: From:..... To: .....

Please complete the following information concerning the candidate by placing a tick in the appropriate box.

What is your assessment of:	Very Good	Good	Fair	Poor
1. Reliability				
2. Trustworthiness				
3. Capability				
4. Punctuality/time keeping				
5. Communication skills with clients				
6. Relationship with colleagues				
7. Conduct				

b) Please state the number of days and the number of occasions the candidate has been absent due to sickness in the last 24 months .....days.....occasions.

c) Please comment on the applicants skills

d) i) What do you consider to be the applicant's main strength?:

ii) What do you consider to be the applicant's main weakness?:

e) Would you re-employ the applicant? YES / NO

**I have known the applicant in my capacity as .....**

**for a period of ..... years from ..... to .....**

**Signed: ..... Date: .....**