



INTEGRATED PEST MANAGEMENT LTD

RSA Island Centre

Unit 34
Island Centre Way
Enfield Lock
Middlesex
EN3 6GS

Tel: 01992 763 776

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CONFIDENTIAL

www.ipmpestcontrol.co.uk
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APPLICATION FOR EMPLOYMENT

- Please read the attached guidance notes carefully before filling in this form.
- Please fill in this form clearly in type or black ink.

Post applied for:		Title: Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
Last Name:	First Names:		Date of Birth:
Address:			
Post Code:			
Telephone: Home:		Work:	(optional)
Mobile:		E-mail address:	
Other names (maiden name etc) by which you have been known:			
Do you need a work permit to take up employment in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> (Please refer to guidance notes for further information)			
REFERENCES (One of your referees must be your current/most recent manager (see guidance notes))			
Name A:		Name B:	
Occupation:		Occupation:	
Address:		Address:	
Post Code:		Post Code:	
Telephone No:		Telephone No:	
Fax No:		Fax No:	
If you are selected for interview, may we ask for references before the interview takes place?			

Referee A YES <input type="checkbox"/> NO <input type="checkbox"/>	Referee B YES <input type="checkbox"/> NO <input type="checkbox"/>
If we do not contact a referee before your interview, we will automatically contact them after the interview, and before we decide who to appoint. If you do not want us to contact a previous employer, please tell us why.	
If we offer you the job, when can you start work?	

EDUCATION (Secondary/Further/Vocational Qualifications) – starting with the most recent					
Place of Study	Dates		Examinations	Grade	Year Obtained
	From	To			

TRAINING (Professional/Technical/Industrial) – starting with the most recent					
Place of Training	Dates		Training or course undertaken	Qualification	Year Obtained
	From	To			

CURRENT MEMBERSHIP OF PROFESSIONAL ORGANISATIONS (If relevant)	
Organisations:	
Registration/PIN No:	Expiry Date:

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Organisations:	
Registration/PIN No:	Expiry Date:

EMPLOYMENT DETAILS – you must list all the jobs you have had in the last 10 years. Please give reasons for gaps in employment (continue on a separate sheet if necessary)				
Dates		Employer & Address (current/most recent job first)	Job Title and Grade	Reasons for Leaving
From	To			

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From	To			

Please describe your current/most recent job (Attach additional A4 sheets if necessary)

Salary in your current/most recent job: £ (include any allowances/commission)

SUPPORTING STATEMENT. Tell us here how your skills, experience, abilities and knowledge match those required for this post (Attach additional A4 sheets if necessary).

DECLARATION

1. I confirm that the information given on this form is correct, and that I have not knowingly left out any relevant information. I understand that if any other relevant information or false statement is subsequently discovered, I may be liable to be dismissed without notice.
2. I understand that information on this form may be stored electronically and held in accordance with the Data Protection Act 1998.
3. I understand that satisfactory references must be obtained before any formal job offer.

Signature of applicant:

Date

GUIDANCE NOTES

Please read the questions on the application and these notes carefully. We will decide whether or not to shortlist you based on what you write on the form.

1. Filling in the form

Please fill in your form in black ink, type or on-screen so that we can photocopy it. What you say on your application form is all that will be used to decide whether or not to shortlist you for the post, so you must fill in all the parts of the form which apply to you. You may submit a CV in addition to completing the application form

2. Work Permits

The company can only recruit someone who needs a work permit if the vacancy has been extensively advertised, and it has not been possible to recruit a suitably qualified person who does not require a work permit under the conditions of the 1971 Immigration Act. Please note that if you hold a work permit with a different employer, you will need a new one to work with the company.

3. References

All referees should be able to comment on your professional competence and personal qualities. They should also have had management responsibility for your work and must not be related to you. If you have been employed, referees should be your two most recent employers. If you have worked only as a volunteer, your referees should be from the two, most recent bodies you have worked for. If we do not contact a referee prior to interview, we will automatically contact them after interview before we decide who to appoint. The company reserves the right to contact any of your previous employers for a reference. If you do not wish a previous employer to be contacted, please write the reasons why in the box provided.

4. Returning your form

Please send your completed application form (unless otherwise stated) to:

RSA Island Centre
Unit 34
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