

CYCLOPS

E L E C T R O N I C S

POSITION APPLIED FOR:	
SURNAME: _____ NATIONALITY: _____ FORENAMES: _____	
HOME ADDRESS: TELEPHONE NO: MOBILE NO: EMAIL:	PREVIOUS ADDRESS: (if moved in past 12 months)
NAME, ADDRESS, TELEPHONE NUMBER & RELATIONSHIP OF NEXT OF KIN (USED FOR CONTACT IN EVENT OF AN EMERGENCY)	
WHERE DID YOU HEAR OF THIS VACANCY? PLEASE NAME SOURCE AGENCY _____ DIRECT APPLICATION _____ NEWSPAPER _____ REFERRAL _____	
WHAT ARE YOUR CURRENT EARNING EXPECTATIONS?	WHAT IS YOUR EARLIEST START DATE IF APPOINTED?
DO YOU HOLD A CURRENT FULL DRIVING LICENCE FOR A PRIVATE CAR? GIVE DETAILS OF ANY ENDORSEMENTS	
ARE YOU A MEMBER OF ANY RESERVE ORGANISATION OF THE ARMED FORCES, STATUTORY BODY OR AUTHORITIES?	HAVE YOU EVER BEEN DISMISSED FROM EMPLOYMENT? IF YES, GIVE DETAILS.
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? IF YES, GIVE DETAILS (SUBJECT TO REHABILITATION OF OFFENCE ACT)	

If you wish to add any further information please use a separate sheet of paper

Please return completed form to:

Cyclops Electronics Ltd, Link Business Park, Osbaldwick, York, North Yorkshire, YO10 3JB
Telephone: 01904 415 415 Fax: 01904 424 424

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EDUCATION:				
NAME OF SECONDARY SCHOOL	FROM	TO	EXAMINATIONS	GRADES
FURTHER EDUCATION				
Please give brief details of any courses attended (e.g. Sales, Secretarial)				
DATE:		TYPE OF COURSE:		

EMPLOYMENT RECORD		
1. LAST OR PRESENT POSITION	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING/ WISHING TO LEAVE
Name of Company:		
Address:		
Immediate Supervisor:		
Tel No:		
Dates from: To:		
Starting Salary £	Final Salary £	Annual Commission/Bonus £

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	JOB TITLE & RESPONSIBILITIES	FULL REASONS FOR LEAVING/WISHING TO LEAVE
2. Name of Company: Address: Immediate Supervisor: Tel No: Dates from: To:		
Starting Salary £	Final Salary £	Annual Commission/Bonus £
3. Name of Company: Address: Immediate Supervisor: Tel No: Dates from: To:		
Starting Salary £	Final Salary £	Annual Commission/Bonus £
4. Name of Company: Address: Immediate Supervisor: Tel No: Dates from: To:		
Starting Salary £	Final Salary £	Annual Commission/Bonus £
5. Please account for any gaps in your employment history:		

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Leisure Activities: Please include membership of any organisation, society or club and details of any office held.

What have been your greatest achievements to date either in your career or personal life?

What attracted you to Cyclops Electronics Ltd?

We welcome applications regardless of race, colour, disability, marital status, age or gender. To help us monitor the diversity of our workforce the following information would be appreciated.

Ethnic Origin: (Please circle one of the following)

EUROPEAN ASIAN AFRO/CARIBBEAN OTHER (Please specify)

Disability: What can we do to accommodate you more comfortably at interview or in the workplace? (please list special requirements you may have).

Do you smoke? YES/NO

References

Please give names, job titles, addresses and telephone numbers of two business referees. Preferably, these should be your two most recent employers. Your current employer will not be contacted until either you are offered and accept employment with the company or you give permission for the company to do so.

<p>1 _____</p> <p>_____</p> <p>_____</p> <p>_____ Telephone _____</p>	<p>2 _____</p> <p>_____</p> <p>_____</p> <p>_____ Telephone _____</p>
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Cyclops Electronics Limited reserves the right to contact any of your previous employers to obtain a reference.

I hereby authorise Cyclops Electronics Limited to approach my present or former employers to give any information that may be considered relevant to this application regarding my work, character or qualifications. It is understood that no approach will be made to my present employer until an offer of employment has been made by Cyclops Electronics Limited and accepted by me.

In connection with this application Cyclops Electronics Ltd may carry out a search with a licensed credit reference agency and may check all or any of the application details (including qualifications). I hereby expressly consent to any such check being carried out and retained by Cyclops Electronics Ltd.

It is accepted that this application form constitutes the basis of my contract with Cyclops Electronics Limited, and in any event may be kept on company personnel files. If I have knowingly falsified facts or given inaccurate information it is understood that Cyclops Electronics Ltd will be entitled to dismiss me without payment in lieu of notice.

Application forms submitted to CEL may be viewed by any interested parties within the Group.

Applicant's Signature..... Date.....

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