

# APPLICATION FORM

*(Confidential when completed)*

Please complete the boxes below in Block Capitals.

## The Mad House

Neil Foster  
Lime Square  
240 South Oak Way  
Green Park  
Reading RG2 6UL

<b>Job being Applied for</b>
<b>Days and Hours you are interested in working and those you are unable to work?</b>
<b>How did you hear about this job opportunity?</b>

**PLEASE COMPLETE THIS FORM AS FULLY AS POSSIBLE.**

Thank you for your interest in applying for a job at **The Mad House**, Reading. Please be reassured that all information will be treated with the strictest confidence.

PERSONAL DETAILS	
Full Name _____	
Address (Block Capitals) _____ _____ _____	
Postcode _____	
Tel. No. Home: _____	
Tel. No. Work: _____	
<i>(Discretion will be used when contacting you at your workplace.)</i>	
Date of Birth _____	Emergency contact Name/Address/Tel. No. _____ _____ _____
Previous Surname _____ (If changed in the last 10 years.)	
National Insurance No. _____	



## EMPLOYMENT & OTHER WORK EXPERIENCE

Please give in date order, (starting with your current or most recent position), details of every period of employment or unemployment you have had for at least the last 10 years. Please include details of any part time work, self employment and period served in Forces.

Dates From    To	Name, address & tel. No. of	Job title & main duties

Current or Final salary and relevant benefits

Reason for leaving


Final salary/benefits

Reason for leaving


Final salary/benefits

Reason for leaving


Final salary/benefits

Reason for leaving

*(Please use an additional sheet if required.)*

**REFERENCE INFORMATION.** Please provide the name and address of 2 individuals who will provide you with a Reference. One should be your current or most recent employer and the other someone whom you have known well for at least 3 years and who would be prepared to give a personal reference.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_

Tel. No. \_\_\_\_\_

References will only be taken up after you have given your consent, normally after an offer of employment has been made

If employed at the moment what is the length of your notice period?

### ADDITIONAL INFORMATION

Please add any further details in support of your application and any spare time activities (please use an additional sheet if required).

### SIGNATURE

I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statements are false or misleading, I will be liable to have my application disqualified or subsequently will be liable to be dismissed from employment by the Company.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### EQUAL OPPORTUNITIES MONITORING

The following question are necessary to assist the company in monitoring it's Equal Opportunities Policy. The information provided will not be used in the employment decision.

#### MARITAL STATUS

Single

Married

Separated

Divorced

Widowed

#### GENDER:

Male

Female

#### I WOULD DESCRIBE MY ETHNIC ORIGIN AS:

White

Afro Caribbean

African

Asian

Other (please specify)

*I understand that a criminal records check maybe a condition of employment and I consent to this if required*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_