

Confidential

Application for Direct Sales Professional

Note the information submitted on this form will be treated by the company as strictly private and confidential.

Please complete all sections fully and in BLOCK CAPITALS.

Date

Job reference number:

Surname

Forename/s

Mr/Miss/Mrs

Address

Postcode

Tel home

Tel work (if applicable)

National insurance no

Next of kin

Relationship

Address

Tel no

What type of property is this?
 Detached/ Terraced/ Bungalow/ Maisonette/ Flat.
 Is this property Mortgaged/ Rented/Owned by yourself. Tick, which best describes your home.

Dates of any holidays booked.

Do you hold a current driving licence? **YES/NO**

For what type of vehicle?

Details of any endorsements.

Have you ever been banned from driving?

Do you own your own car? If so give details.

Make

Model

Year of manufacture

Do you have any criminal convictions? **Yes/No**
 Please give details:

Date available to start work.

Notice required to be given. Weeks/Months

Interests and Activities: Please include membership of social, cultural organisations, interests, hobbies, etc, and any positions of responsibility held, e.g. club secretary, treasurer, etc.

Metatec operates a policy of equal opportunity for employment and advancement. To assist us in monitoring this policy and for that purpose only, please provide the following details: This information will not be used for selection.

Sex: Male/Female	Place of birth:	Nationality:	Marital status:
Do you need a work permit to take up employment in the UK?		YES/NO	
No of dependants (under 16):		No of other dependants:	

Please provide details of your ethnic origin by ticking the appropriate box:

White UK/Irish	White European	White other (specify)	Black Afro-Caribbean	Black other (specify)	Asian	Chinese	Other (specify)
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MEDICAL HISTORY/DECLARATION

Are you registered disabled? YES/NO

Have you suffered from any major illness within the last five years? YES/NO

Are you currently receiving or have received in the last two years, treatment from a doctor/other medical practitioner other than for colds “flu”? YES/NO

Are you currently awaiting a hospital appointment for investigation or treatment? YES/NO

Have you ever been retired on ill-health grounds? YES/NO

Are there any other aspects of your health, which may affect your ability to do the job for which you have applied?
YES/NO

Are you taking any medication? YES/NO

How many days’ illness have you had in the last two years?

I declare that the above information is accurate to the best of my knowledge and belief.

Guidance notes:

1. If you have answered “Yes” to any of the questions, please write brief details below.
2. Major illness includes any condition: requiring surgery; necessitating absence from work (or inability to continue normal routines) for more than two weeks; or other conditions such as epilepsy, diabetes, mental disorders, etc.

Signed-----Date-----

Education and Training (Proof of qualifications may be required)

Secondary Education		
From To	Schools	Qualifications gained

Further Education/ Membership of professional institutions.

From To	College/University	Qualifications gained

Briefly explain what appeals to you about this position and why you would be particularly suited to it.

THIS SECTION MUST BE COMPLETED FULLY IN ORDER FOR THE APPLICATION TO BE ACCEPTED.

DO NOT WRITE SEE CV

Please give an accurate record of your employment history to date, beginning with your most recent position.

From -To (exact dates)	Position Held	Employers Name & Address	Annual earnings excluding expenses	Type of work undertaken	Reason for leaving

References

<u>Current or most recent employer</u>	<u>Business, Professional or Academic</u>
Name of contact 1) Address Tel. No. Occupation No of years acquaintance	2)

These referees in addition to your previous employers will only be contacted in the event of you being offered and accepting a position or with your express permission. If you have anyone that you specifically do not wish us to contact, please specify.

Declaration

The information I have provided in this application form, in my letter of application and (if applicable) in my C.V. is correct in every detail to the best of my knowledge and belief. I understand that the company reserves the right to withdraw any offer of employment, or terminate any employment already commenced, if the information given by me is inaccurate or misleading in any way.

Signed _____ **Date** _____

Please return this completed form to:

**The personnel officer,
Metatec Metaflux Ltd,
Fitzherbert Road,
Portsmouth,
PO6 1RU.**

For Use by the Personnel Department

Interviewed by _____ **Date** _____

Comments/ Remarks

O/R _____ **Date For Decision** _____