



Job Application Form

Private & Confidential

Please address your completed application to:
HR Manager, Andertons Music Co
58-59 Woodbridge Road
Guildford, GU1 4RF
01483 456711

Position Applied For / Area of Interest:

Title:

First Name(s):

Last Name(s):

Email:

Contact Phone:

Present Address:

Current Salary:

Salary Expectation:

Notice period for current employer:

Reason for leaving current job:

Please tell us what makes you the ideal candidate for this role? *(feel free to continue on a separate sheet if necessary)*

Supplementary Information

Do you require a work permit to work in the UK? **Yes** **No**

Do you have a clean, valid UK Driving License? **Yes** **No**

Do you have an unspent criminal record under the Rehabilitation of Offenders Act 1974? **Yes** **No**

If you have answered 'Yes' to any of the above, please provide details:

Absence & Illness: *Please give details and reasons for any absences from work during the last 2 years. If you are disabled, please give details of any special arrangements you would require to attend interview.*

You may leave this section blank if you have provided information in your C.V. or cover letter

Employment History

<i>Current/most recent employment</i>		From:	To:
Employer: Position Held: Address: Tel: Email:		Core Responsibilities: <i>Describe type of work, duties, etc.</i>	

<i>Previous Employers (continue on a separate sheet if necessary)</i>			
Employer Name/Address	Position Held	From	To

Education & Training

<i>Major Subjects / Course / Training Undertaken</i>	Grades Achieved	Dates Taken

Please ensure you have read and signed the declaration below

<p>DECLARATION OF APPLICANT</p> <p>In accordance with the Data Protection Act 1998, the information provided in this application will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates this application form will be destroyed after five months.</p> <p>I hereby declare that to the best of my knowledge, all the information given by me is correct, and that I possess all the qualifications I have listed on this form. I understand that any false statements or deliberate omissions could result in my dismissal if appointed.</p> <p>Signed: _____ Dated: _____</p>	
---	--