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| Position Applied For: | | Date: | |
| Title: Mr/Mrs/ Miss/Ms | | Surname: | |
| | | First Name: | |
| Address: | | Date of Birth: | |
| | | Age (Years): | |
| | | Telephone (Home): | |
| | | Telephone (Mobile): | |
| Post Code: | | Nationality: | |
| | | Car Owner: (Yes/ No) | |
| | | Car Driver: (Yes / No) | |
| Email Address: | | Clean Licence: (Yes / No) | |
| | | Does applicant smoke (Yes/ No) | |
| Holidays already arranged | | (From) | |
| | | (To) | |
| | | (From) | |
| | | (To) | |
| National Insurance Number: | | | |
| Registered disabled Number: | | | |
| Applicants health | | Excellent () Good () | |
| | | Fair () Poor () | |
| Has the applicant ever worked for MBS Ltd before | | | |
| Detail the names, relationship of any relatives or friends working for MBS Ltd | | | |

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| <p>Does the applicant hold or intend to hold any position or have any commitments which could give rise to needing time off from work? Please give details:</p> | |
| <p>Next of Kin:</p> <p>Emergency Tel No:</p> <p>Relationship:</p> | |
| <p>Doctor Name</p> | <p>Address</p> <p>Tel No:</p> |
| <p>EDUCATION (Full time, part time, correspondence courses etc...)</p> | |
| <p>DATES</p> | <p>SCHOOL / COLLEGE / RESULTS</p> |
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| <p>Training Courses attended</p> | |
| <p>Professional Qualifications and diplomas Dates Awarded</p> | |
| <p>Please provide details of present and past employment below:</p> | |
| <p>PRESENT EMPLOYMENT:</p> | <p>DATE OF JOINING:</p> |

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|---|--------------------|
| Main responsibilities & duties: | |
| Reason for Leaving: | |
| Give details of earlier employment not detailed above: | |
| <u>PERSONAL REFERENCES</u> | |
| Give details of two people (not relatives) we could approach for references. | |
| Name: | Name: |
| Address: | Address: |
| Post Code: | Post Code: |
| Tel No: | Tel No: |
| Occupation: | Occupation: |
| ADDITIONAL INFORMATION WE SHOULD KNOW: (e.g. Hobbies, special interests) | |
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