



## APPLICATION FORM

**Return to:** The Administration Manager  
Scattergood and Johnson Ltd,  
Lowfields Road,  
Leeds, LS12 6ET  
Tel: 0113 243 0203  
Email: careers@scatts.co.uk

### STRICTLY CONFIDENTIAL

Please complete this application form in your own hand using block capitals throughout.  
Where a choice is given, tick the appropriate response. If the question is not relevant put "N/A".

**POSITION APPLIED FOR** \_\_\_\_\_

### PERSONAL

Title \_\_\_\_\_ Forenames \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Post Code \_\_\_\_\_ Work Telephone \_\_\_\_\_

(only if we may contact you there)

Gender Are you ? Male  Female

Status Are you ? Single  Married  Co-Habiting

Do you hold a current driving licence? Yes  No

National Insurance Number \_\_\_\_\_

Are you registered disabled? Yes  No

If YES, registration number \_\_\_\_\_

Do you have any health problem which may affect this application?

Yes  No

If YES, please describe \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**EDUCATION**

Name of School / College / University	Examinations Passed	Grade	Date Obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PROFESSIONAL / TECHNICAL QUALIFICATIONS / MEMBERSHIPS**

Name of Body / Institute	Qualifications	Grade	Date Obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

**TRAINING**

Training Provider	Course Attended	Date of Course
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____



**CURRENT/MOST RECENT EMPLOYMENT**

Employer	_____
Job Title	_____
Dates from/to	_____ Present Salary _____
Reason for leaving	_____

**PREVIOUS EMPLOYMENT - LIST MOST RECENT FIRST**

Dates From / To	Employer	Position Held	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**HM FORCES**

Were you in the armed forces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dates from/to	_____	
Branch	_____	Rank on leaving _____

**INTERESTS**

Please give brief details of pastimes, hobbies and sports.

\_\_\_\_\_

\_\_\_\_\_

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