



Personal Record Form

PRIVATE & CONFIDENTIAL

Title: Mr/Mrs/Miss/Ms

Surname:

Previous surname if applicable:

First names:

Permanent address:

Daytime telephone number:

Evening telephone number:

Email address:

Do you hold a current driving license? Yes / No

Car owner: Yes / No

Position applied for:

How did you learn of this appointment?



Everards Brewery is an age positive employer and welcomes applications from across a variety of ages

Part 1 Education and professional status

Dates	School – University - Technical College etc	Courses & Examinations taken – Qualifications gained	Sports and Societies –

Membership of professional bodies

Dates	Professional body	Membership grade	How obtained

Part 2 Working Life

Dates	Employer (please enter most recent first) – Name, address, nature of business	Position or rank	To whom responsible	Main duties and responsibilities	Salary start	Salary finish	Reason for leaving

Do you have the right to work in the UK?

Yes

No

If yes, please note that you will be required to produce your national insurance details/passport/work permit or other relevant documentation prior to commencement of employment.

Part 2 Continued

Have you ever applied to, or been employed by Everards Brewery Ltd in any capacity?

Yes / No

If yes please give details:

Job aspects you have most enjoyed in your career so far:

What do you do particularly well?

Part 3 Additional Information

Your Leisure interests and activities – including membership of any clubs or social organisations:

Any further information you wish to record:

Please give any dates when you would not be available for interview:

If this appointment is offered to you, when would you be able to commence?

DO YOU SMOKE? YES NO (Please tick appropriate box)

REFEREES (Please give details of three previous employers who we may contact – your employer will not be contacted unless a formal offer of employment is accepted)

Name: _____	Name: _____	Name: _____
Job title: _____	Job title: _____	Job title: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
_____	_____	_____
Post code: _____	Post code: _____	Post code: _____
Daytime tel no: _____	Daytime tel no: _____	Daytime tel no: _____
Email address: _____	Email address: _____	Email address: _____

Declaration (Important, please read carefully before signing)
I certify that all statements made by me on this application form are true and correct to the best of my knowledge. I fully understand that any false or misleading information given will make me liable to instant dismissal. I give my consent for referees to be contacted.

DateApplicant's signature

Data Protection. The Data Protection Act 1998 ("the Act") sets out to certain requirements for the Protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form, and any other information or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application.
If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, we would be grateful if you would sign the consent below.

I consent to the use of my personal information for the purposes, and on the terms, set out above.

DateApplicant's signature

Thank you for completing this form, the information will be regarded as strictly confidential