



BUILDING & MAINTENANCE

126 TORQUAY ROAD

PAIGNTON

DEVON

TQ3 2AH

TEL: 01803 553216

FAX: 01803 529110

[info@mbsbuild.co.uk](mailto:info@mbsbuild.co.uk)

[www.mbsbuild.co.uk](http://www.mbsbuild.co.uk)

<b>Position Applied For:</b>	<b>Date:</b>
<b>Mr/Mrs/ Miss/Ms</b>	<b>Surname</b>
	<b>First Names</b>
<b>Address</b>	<b>Date of Birth</b>
	<b>Age (Years)</b>
	<b>Telephone( Home):</b>
	<b>Telephone (Mobile):</b>
	<b>Nationality</b>
	<b>Car Owner: (Yes/ No)</b>
	<b>Car Driver: (Yes / No)</b>
<b>Postcode</b>	<b>Clean Licence: (Yes / No)</b>
<b>Email address:</b>	<b>Does applicant smoke (Yes/ No)</b>
<b>Holidays already arranged</b>	<b>(From)</b> <b>(To)</b>
	<b>(From)</b> <b>( To)</b>
<b>National Insurance Number:</b>	
<b>Registered disabled Number:</b>	
<b>Applicants health</b>	<b>Excellent (     )                      Good (     )</b>
	<b>Fair     (     )                      Poor (     )</b>
<b>Has the applicant ever worked for MBS</b>	

<b>Ltd before</b>	
<b>Detail the names, relationship of any relatives or friends working for MBS Ltd</b>	
<b>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:</b>	
<b>Next of Kin:</b>  <b>EmergencyTel No:</b>  <b>Relationship:</b>	
<b>Doctor Name</b>	<b>Address</b>  <b>Tel No:</b>
<b>EDUCATION (Full time, part time, correspondence courses etc...)</b>	
<b>DATES</b>	<b>SCHOOL / COLLEGE / RESULTS</b>
<b>Training Courses attended</b>	

<b>Professional Qualifications and diplomas</b> <b>Dates Awarded</b>	
<b>Please provide details of present and past employment below:</b>	
<b>PRESENT EMPLOYMENT</b>	<b>DATE OF JOINING</b>
<b>EMPLOYERS NAME:</b>	<b>ADDRESS IN FULL:</b>
<b>NATURE OF BUSINESS</b>	
<b>PRESENT POSITION HELD</b>	



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<b>SALARY:</b> £.....p.a.	
<b>Other Benefits:</b>	
<b>Where did applicant hear of vacancy?</b>	

<b>PREVIOUS EMPLOYMENT</b>	<b>Please give details starting with the position held Prior to present employment.</b>
<b>Employers Name:</b>	
<b>Address:</b>	
<b>Nature of business:</b>	
<b>Commenced:            Date:</b>	<b>Left:</b> <b>Date:            Salary: £.....p.a.</b>
<b>Position held:</b>	<b>Dates:</b>
<b>Major responsibilities and duties:</b>	
<b>Reason for Leaving:</b>	

<b>PREVIOUS EMPLOYMENT</b>	<b>Please give details starting with the position held prior to present employment.</b>
<b>Employers Name:</b>	
<b>Address:</b>	
<b>Commenced:            Date:</b>	<b>Left:</b>

	<b>Date:</b>  <b>Salary: £.....p.a.</b>
<b>Position held:</b>	<b>Dates:</b>
<b>Major responsibilities and duties:</b>	
<b>Reason for Leaving:</b>	
<b>Give details of earlier employment not detailed above:</b>	
<b>PERSONAL REFERENCES</b>	
<b>Give details of two people (not relatives) we could approach for references:</b>	
<b>Name.....</b>	<b>Name.....</b>
<b>Address.....</b>	<b>Address.....</b>
.....	.....
.....	.....
.....	.....
<b>Tel No:.....</b>	<b>Tel No:.....</b>
.....	.....
<b>Occupation:.....</b>	<b>Occupation:.....</b>
.....	.....
.....	.....
.....	.....

<b>ADDITIONAL INFORMATION WE SHOULD KNOW</b>	(e.g. Hobbies, special interests)
<b>For office use only:</b>	
<b>COMMENTS:</b>	
<b>Result:</b>	
<b>Salary Offered:</b>	
<b>Salary Review date:</b>	
<b>Job Title:</b>	
<b>Start Date:</b>	
<b>Reporting to:</b>	
<b>Uniform Issue:</b>	
<b>PPE Kit Issue:</b>	