Private and Confidential

**APPLICATION FOR EMPLOYMENT**

Please complete and return this application to the Managing Director, Louise Dickins at [louise@dickins.co.uk](mailto:louise@dickins.co.uk)

**HOLIDAYS**

Please note that due to Dickins involvement with the Edinburgh Festival it is not possible to take more than a week’s holiday in July or September and more than a couple of day’s holiday in August. If this would prove difficult for you, you should not apply for this job.

**Experience**

You need to have had 4 years working experience to apply for this job.

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: | | Forename: | Title: |
| Address: | | | |
| Date of Birth: | Telephone Numbers: (m)  (h) | | |
| Valid Drivers License? | Is your drivers license clean? | | |

**EMPLOYMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| Current Employer: | Dates of Employment: | Date appointed to current post: |
| Job Title and Details of Responsibilities: | | |
| Reason for Leaving: | | |

|  |  |  |
| --- | --- | --- |
| Previous Employer: | Dates of Employment: | Reason for Leaving: |
| Job Title and Details of Responsibilities: | | |

|  |  |  |
| --- | --- | --- |
| Previous Employer: | Dates of Employment: | Reason for Leaving: |
| Job Title and Details of Responsibilities: | | |

|  |  |  |
| --- | --- | --- |
| Previous Employer: | Dates of Employment: | Reason for Leaving: |
| Job Title and Details of Responsibilities: | | |

|  |
| --- |
| Please explain any gaps in employment: |

**OTHER EMPLOYMENT**

|  |
| --- |
| Please note any employment you would wish to continue if you were successful in this application: |

**EDUCATION HISTORY**

|  |  |
| --- | --- |
| Schools | Qualifications Gained |
| Colleges/Universities | Qualifications Gained |
| Other Training | |

**REFERENCES**

|  |  |
| --- | --- |
| Please note the names and contact information of two persons whom we may contact for both work and character references. One must be your current or most recent employer. | |
| 1.  Daytime Tel: | 2.  Daytime Tel: |

**PERSONAL STATEMENT**

|  |
| --- |
| Please detail here why you are applying to be our Receptionist and Administrator, your main achievements to date, and the strengths you would bring to this post. Wherever possible, please back up statements with relevant examples. Continue on a separate sheet if necessary. |

**HEALTH DETAILS**

|  |
| --- |
| Days absent from work due to sickness in the last 12 months? |
| Please give details of any relevant health conditions which could affect your ability to do the job e.g back pain/cardiac problems: |

**NOTICE PERIOD**

|  |
| --- |
| Please give dates you are NOT available for interview |
| What is your notice period? |

**STATEMENT TO BE SIGNED BY APPLICANT:**

I declare that the information provided on this form is correct and includes all relevant information that may affect my suitability for employment with Dickins Edinburgh Ltd. I understand that my engagement and employment are dependent upon this declaration.

Signed: Date: