



JTC

JTC FURNITURE GROUP
CAMPERDOWN WORKS,
27 HARRISON ROAD, DUNDEE, DD2 3SN

Telephone (01382) 833832 Fax (01382) 828887

- * Please complete this form electronically*
- * The Company is an equal opportunity employer and is committed to non-discriminatory employment practices. Information asked about gender, marital status, ethnic origin or date of birth is for the sole purpose of monitoring the Company's equal opportunities policy.*
- * A CV/Resume/additional sheets may be attached to supplement information given in the Application for Employment Form.*
- * Please ensure that your name appears clearly on any documents (for example CV/Resume/additional sheets) attached to the Application for Employment Form.*

APPLICATION FOR EMPLOYMENT

Confidential

DATE:

NAME:

POSITION APPLYING FOR:

Registered Office: Camperdown Works, 27 Harrison Road, Dundee, DD2 3SN
Registered in Scotland: 99154 VAT Registration No. GB 400 9639 66



PERSONAL PARTICULARS

Surname:		Title:	
First names:			
Preferred name:			
Home address:			
Postal address:		Postal code:	
Email Address:			
Telephone numbers:	Home:	Work:	Other:

Date of birth:	Marital Status:
Gender:	Nationality:
Race:	National Insurance No.:
Disabled person?	Disability Registration No.:

Driver's Licence :	Own Transport:
Date of Issue:	Groups:
Endorsements/Penalty Points:	Date:
Details:	

Have you ever been convicted of a criminal offence*? (If so, please give details below)

PLEASE NOTE: The Company firmly supports the Rehabilitation of Offenders Act of 1974, and spent convictions under the Act therefore do not have to be declared

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Do you have any current legal proceedings (civil or criminal) pending against you?
(If so, please give details below)

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TRAINING AND QUALIFICATIONS

Schooling	
Name of School:	
Subjects:	

Higher Education				
Type of Qualification (Degree, Diploma, etc.)	Qualifications* (B.Com, B.Sc., etc)	Major Subjects	Institution	Date From - To

Other Training			
Course Undertaken	Institution	Duration	Date

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MEMBERSHIP OF PROFESSIONAL SOCIETIES/BODIES (<i>Relevant to the application</i>)		
Society/Body	Level/Grade of Membership	Length of Membership

EMPLOYMENT RECORD

(Start with present/most recent employment. Include any periods of unemployment.)

NAME & ADDRESS OF EMPLOYER	JOB TITLE & BRIEF OUTLINE OF MAIN DUTIES	DATES FROM - TO	REASON FOR LEAVING	RATE OF PAY

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SKILLS AND KNOWLEDGE

Please give details of specific skills, knowledge and experience you feel is relevant to your application.

EMPLOYMENT REFERENCES

Please give at least two references – one must be from present/most recent employment. Referees from present employment will not be contacted without your prior approval.

Name (no relatives)	Company	Position Held	Address & Tel. Nr.

Are you related to any employee of JTC (65) Ltd:	Yes:		No:	
If yes, give particulars:				



ADDITIONAL INFORMATION

Please supply all other information, which may be relevant to your application and the consideration of your application by the Company for this particular position:-

DECLARATION

I hereby agree that the Company has the right to use the information contained in this application for all or any purposes associated with this application, and also thereafter, should I be appointed to a position in the Company.

I declare that the information furnished on this form is true, complete and correct in all respects and that I understand that a false declaration may exclude me from the recruitment process and/or render me liable to dismissal, should I be appointed to a position in the Company.

SIGNATURE

DATE

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