

# Port Royal EEC

## Vacancy Application Form

### Vacancy Closing Date

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- Please write clearly.
- All information will be treated in confidence and will be used by Port Royal staff / employers to assess your suitability for the job.
- Failure to complete this application form correctly and in full may lead to your application not being processed further.

### The Vacancy

Name of the company \_\_\_\_\_ Port Royal EEC \_\_\_\_\_

Job applied for \_\_\_\_\_

### About Yourself

Surname \_\_\_\_\_ (Mr/Mrs/Miss/Ms)

Forename/s \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Country of Birth \_\_\_\_\_

Home telephone number \_\_\_\_\_

Business telephone number (if any) \_\_\_\_\_

National Insurance number \_\_\_\_\_

Do you hold a current driving licence?

Yes

No

Are you a car owner or do  
you have use of a car?

Yes

No

Do you have a disability which presents special  
needs at the selection interview

Yes

No

If yes, please give details of how we can help you.

\_\_\_\_\_

\_\_\_\_\_

## Your Qualifications

Type of Exam (GCSE, A Level etc.)	Date Taken	Subject	Grade

Verification of qualifications may be sought by the employer.

**Other information** *(For example any relevant experience or training courses you have attended etc.)*

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**Hobbies and Interests** *(Please give details)*

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## Character References

Please give the name, address and occupation of two responsible persons who know you well in private life and who are willing to answer questions about your character.

Name _____	Name _____
Address _____ _____	Address _____ _____
Postcode _____	Postcode _____
Occupation _____	Occupation _____
Tel. No _____	Tel. No _____

# Employment Record

Please give your present or most recent job and work from there, showing all periods of employment & unemployment

Name and Address of employer	Date Started	Date Ended	Position Held (Give brief description of duties)	Reason for Leaving
(1)				
(2)				
(3)				
(4)				
(5)				

## Declaration

I declare that the information that I have given is correct

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please send the completed form to: [portroyal.eec@virgin.net](mailto:portroyal.eec@virgin.net)

Or Post to Port Royal EEC, Skiff Lane, Holme on Spalding Moor, York, YO43 4AZ