



System Q Ltd – Application for Employment

Turnoaks Business Park, Hasland, Chesterfield S40 2WB

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Web: www.systemq.com



Post Applied For:

Where did you hear about this position?

Personal Details...

Title: Mr / Mrs / Miss / Ms *(please delete)* Other:

Forename(s):

Surname:

Address:

Contact telephone number(s):

Home:

Mobile:

Date of birth: / /

Marital status:

Do you consider yourself fit and in general good health?

Do you have a health problem or disability which may be relevant to your job application? *(please tick the appropriate box)*

YES

NO

If yes, what is the nature of your health problem or disability?

Do you have a full clean driver's licence?

If employed by System Q, what method of transport would you use to reach work?

Do you have a criminal record?

YES

NO

If yes, please give details on a separate sheet including spent convictions.

Academic Qualifications...

Year achieved	Course/subject studied	Grade	Place of study

Work-based Qualifications & Other Relevant Training...

Year achieved	Course/subject studied	Grade	Place of study

Employment History...

Dates (from-until)	Employer's name	Job title & duties performed	Reason for leaving

Key Skills...

What key skills do you think you possess that would make you a suitable candidate for this position?

Hobbies & Interests...

What are your interests in your spare time? Do you hold any positions of responsibility outside the workplace?

Other Information...

Is there any other relevant information about yourself that you would like to include in your application?

Are there any days, dates or times you would be unable to attend an interview?

If offered employment, how soon would you be able to start work?

If referees are available, please give details below *(they will not be contacted unless your application is successful)*.

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Please sign the following declaration and return your application to the FREEPOST address below.

To the best of my knowledge, I declare that the information I have supplied on this application is true and accurate.

Signed:

Date:

By signing and returning this application form, you consent to us keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party. Thank you for completing the form.

Please return your completed form to: **System Q Ltd, FREEPOST SF1610, Chesterfield, S40 2BR.**
No stamp required!