

B.J. BOOKS LTD

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CONFIDENTIAL APPLICATION FORM

TITLE	FORENAME	SECOND NAME	SURNAME

DATE OF BIRTH:	DAY	MONTH	YEAR
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PRESENT ADDRESS: HOW LONG AT THIS ADDRESS	PREVIOUS ADDRESS: IF LESS THAN 3 YEARS AT PRESENT ADDRESS
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AREA APPLIED FOR ANY OTHER YOU WOULD CONSIDER

PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED

DATE AVAILABLE TO TAKE UP POSITION

IMPORTANT NOTE FOR THE APPLICANT TO READ

B.J. Books provides every new agent with a valuable quantity of stock, without charge, and therefore, vets applicants very thoroughly. Hence the detailed nature of some of the questions in this application form. Your personal information may be disclosed to a credit reference agency and a copy of any search made will be retained on your file
I HEREBY CONSENT TO ANY SUCH CHECKS BEING MADE.

Signature Date

EMPLOYMENT HISTORY

PLEASE GIVE DETAILS OF JOBS YOU HAVE HELD DURING THE LAST 10 YEARS. STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER AND WORK BACKWARDS IN DATE. INCLUDE IN THIS ANY PERIODS OF UNEMPLOYMENT, TEMPORARY EMPLOYMENT, OR SELF EMPLOYMENT.

FROM MTH/YR	TO MTH/YR	EMPLOYERS NAME & ADDRESS & NATURE OF BUSINESS	GIVE BRIEF DETAILS OF POSITION HELD & DUTIES	REASON FOR LEAVING
				CURRENT SALARY & BENEFITS
		TELEPHONE NO.	WHO DO YOU REPORT TO	
			NOTICE REQUIRED BY PRESENT EMPLOYER	
		TELEPHONE NO.		SALARY ON LEAVING
		TELEPHONE NO.		SALARY ON LEAVING

REFERENCES

IF YOU NEED FURTHER SPACE PLEASE ENTER DETAILS ON A SEPARATE SHEET.

PLEASE GIVE THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF TWO BUSINESS REFEREES. PREFERABLY THESE SHOULD BE YOUR TWO MOST RECENT EMPLOYERS. YOUR CURRENT EMPLOYER WILL NOT BE CONTACTED UNTIL EITHER YOU ARE OFFERED AND ACCEPT AN AGENCY WITH THE COMPANY OR YOU GIVE PERMISSION FOR THE COMPANY TO DO SO. IF SELF EMPLOYED ONE TRADE REFERENCE AND YOUR ACCOUNTANTS NAME AND ADDRESS WILL BE REQUIRED. PLEASE ATTACH ANY OTHER RELEVANT REFERENCES.

1. _____ 2. _____

TELEPHONE _____

TELEPHONE _____

DO YOU HOLD A CURRENT DRIVING LICENCE? YES/NO DRIVING LICENCE NO _____

HAVE YOU HAD ANY DRIVING CONVICTIONS IN THE LAST 5 YEARS		YES/NO
IF YES, PLEASE GIVE DETAILS		
DATE	OFFENCE	NO. OF POINTS
DATE	OFFENCE	NO. OF POINTS
DATE	OFFENCE	NO. OF POINTS
DO YOU HAVE ANY COURT CASES PENDING?		YES/NO

WHAT TYPE OF VEHICLE DO YOU OWN _____

MODEL _____ MILEAGE _____ YEAR _____

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? (DECLARATION SUBJECT TO THE REHABILITATION OF OFFENDERS ACT)	YES/NO
IF YES, PLEASE GIVE DETAILS	

HAVE YOU OR ANY COMPANY, PARTNERSHIP, UNINCORPORATED ASSOCIATION OF WHICH YOU HAVE BEEN INVOLVED HAD ANY JUDGEMENT DEBTS ENTERED AGAINST YOU?	YES/NO
IF YES, PLEASE GIVE DETAILS	

IF OFFERED THIS POSITION WILL YOU CONTINUE TO WORK IN ANY OTHER CAPACITY?	YES/NO
IF YES PLEASE GIVE DETAILS	

ARE YOU IN GOOD HEALTH?	YES/NO
IF NO, PLEASE GIVE FULL DETAILS	
HEIGHT: FT. INS. WEIGHT: ST. LBS.	

PLEASE OUTLINE THE SKILLS AND EXPERIENCE YOU HAVE GAINED, ALONG WITH WHAT YOU CONSIDER TO BE YOUR MAJOR ACHIEVEMENTS TO DATE
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PLEASE TELL US WHY YOU FEEL THAT YOU ARE SUITABLE FOR THIS POSITION AND WHAT WILL MAKE YOU A SUCCESSFUL AGENT FOR B.J. BOOKS.

DECLARATION

I declare that the information given on this form is, to the best of my knowledge, true, accurate and complete. Any false statement may lead to rejection or, if already appointed, termination of the agency agreement.

Signature _____ Date _____