Cyrrus Ltd Job Application Form

Please complete this job application accurately using a black pen. Give as many details as possible regarding your skills and experience relating to this vacancy. Shortlisting of applicants will be based on the information provided on this form and any accompanying documents.

Please ensure that the completed and signed form is returned before the closing date to the address shown at the end of this form.

It is not essential to enclose any supporting documents with this application form; however we do not deter you from doing so if you feel it would assist your application. Please do not enclose any original documents such as academic certificates as we cannot guarantee that they will be returned.

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| **Position Applied For** |
| Job Title |  |
| Job Reference Number |  |
| How did you hear about this job? |  |
| What are your salary expectations for this job? |  |

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| **Your Details** |
| Title |  |
| Surname |  |
| First Names |  |
| Your home address |  |
| Postcode |  |
| *Contact Information* |
| Home Telephone Number |  |
| Work telephone number *(Optional)* |  |
| Mobile telephone number |  |
| Email address |  |
| Preferred method of contact |  |

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| **About you** |
| Do you hold a current full driving licence valid in the UK? |  |
| Do you hold a current passport? |  |
| Are there any restrictions regarding your right to work in the UK?*NOTE: Employment is conditional on provision of evidence of right to work in the UK.* |  |
| Do you have any criminal convictions?*NOTE: If you have stated ‘Yes’, please give details on a separate sheet. Spent convictions under the Rehabilitation of Offenders Act 1974 are excluded.* |  |
| How much notice are you required to give your current employer? |  |
| When would you be able to commence employment with Cyrrus? |  |

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| **Employment History** |
| *Please give details of employment history starting with most recent job or training.* |
| **Employment 1** |
| Employer Name |  |
| Employer Address |  |
| Job Title |  |
| Start date |  |
| End Date |  |
| Duties carried out |  |
| Reason for leaving |  |
| **Employment 2** |
| Employer Name |  |
| Employer Address |  |
| Job Title |  |
| Start date |  |
| End Date |  |
| Duties carried out |  |
| Reason for leaving |  |

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| **Employment History** |
| **Employment 3** |
| Employer Name |  |
| Employer Address |  |
| Job Title |  |
| Start date |  |
| End Date |  |
| Duties carried out |  |
| Reason for leaving |  |

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| **References** |
| *Please give the names of two references from recent employment or educational establishments. References from family and friends are not acceptable.* *We will only take up references for successful applicants. If you are unable to provide references at this time, you accept that any job offer is conditional on satisfactory references being provided.* |
| **Name 1** |  |
| Position |  |
| Organisation |  |
| Address |  |
| Contact details |  |
| **Name 2** |  |
| Position |  |
| Organisation |  |
| Address |  |
| Contact details |  |

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| **Qualifications and Training** |
| *Please list any relevant qualifications, academic awards and training* |
| **Course/Subject** | **Award/Grade** | **Education Establishment****Training Provider** | **Date of attendance or award** |
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| **Experience and Skills** |
| *Please outline your skills and experience that you consider relevant to the job requirements* |
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| **Other information** |
| *Please include here any additional information that you consider relevant to your job application* |
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| **Declaration** |
| By signing and dating this declaration you consent to Cyrrus Ltd keeping the information provided by you and your referees to inform the recruitment process. Information may be kept for up to one year for unsuccessful applicants. Information will be placed on the employment file of successful applicants. Information contained in this form will not be divulged to third parties without prior written consent.*Equality Act 2010: Any information contained within this form relating to equality is used for monitoring purposes only and will not form part of the application process.*The information that I have supplied in this form is accurate to the best of my knowledge  |
| Signed | Date |

Completed application form should be posted to:

Cyrrus Limited

Cyrrus House

Unit 9, Concept Business Court

Allendale Road

Thirsk

North Yorkshire

YO7 3NY

Alternatively, the completed forms may be faxed or emailed (preferably in PDF) to:

Fax: 0870 762 2325

Email vacancies@cyrrus.co.uk

Interviews will be held at the above address unless notified otherwise.

For further information:

Tel: 01845 522585

Email vacancies@cyrrus.co.uk

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