

## Flowers by Suzanne Application Form

Please complete this application form in black ink and then return it to The Business Manger Flowers by Suzanne. 141 Moor Lane North Hykeham Lincoln LN6 9AA or e-mal to mark@flowersbysuzanne.

Post applied for: .....

<b>Personal Information</b>			
Surname:			
Forenames:			
Title (Mr, Mrs, Miss, Ms, etc.):			
Previous names (if any):			
Current address:			
Daytime telephone number:			
Do you have the right to take up employment in the UK and, if necessary, a Work Permit?			YES/NO
Dates you are <b>not</b> available for interview:			
<b>Education and Qualifications</b>			
From GCSE or equivalent to degree level in chronological order			
<b>From</b>	<b>To</b>	<b>Establishment</b>	<b>Qualifications gained</b>
Postgraduate education or study or any other professional qualifications			
<b>From</b>	<b>To</b>	<b>Establishment</b>	<b>Qualifications gained</b>
<b>Employment history</b>			
Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.			
<b>From</b>	<b>To</b>	<b>Name and address of employer</b>	<b>Job title, description of duties and responsibilities, reason for leaving and salary on leaving.</b>
<b>Other Information</b>			
Do you hold a full driving licence? If yes, do you have any current endorsements?			

Do you have any other training, qualifications or skills relevant to the post?
Please give details of any time not accounted for elsewhere on this application form.
Have you made a previous application to the Company? If so, when was this and what was the outcome?
Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.
How many weeks' or months' notice do you have to give to your current employer?
If you are disabled, please give details of any special arrangements you would require to attend interview.
<b>Referees</b> Please give details of two referees, one of whom should be your current or most recent employer. The other should not be a relative or contemporary.

<b>First referee</b>	<b>Second referee</b>
----------------------	-----------------------

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the urpose of recruitment and selection.

Signed: .....

Date: .....