

Application Form



Reference No:

Application No:
(office use only)

Position / Title:

Candidates are requested to complete the application form in **black ink or typescript** for copying purposes. If handwritten, then write clearly or in capitals.

1. Personal Details

Last Name:

First Name:

Street Address:

State:

Zip Code:

Telephone Number

Daytime:

Evening:

Mobile Number:

Email Address:

2. Present or Most Recent Employment

Employer's Name:

Address:

State:

Zip Code:

Position / Title:

Date of Employment:

From:

To:

Main Responsibilities:

Period of Notice Required:

Salary: \$

Full-Time:

Part-Time:

If unemployed, then please give a brief outline of your current situation / occupation (including any voluntary work):

WHERE REQUIRED, EVIDENCE OF QUALIFICATIONS WILL BE NECESSARY PRIOR TO COMMENCEMENT OF EMPLOYMENT

3. Previous Employment (Please start with the most recent. Include paid / unpaid / voluntary work.)

Dates From	To	Employer	Position Held with Brief Outline of Duties	Salary/ Wage	Reason for Change

4. General & Further Education (including Relevant Professional & Technical Qualifications.)

School / College / University / Professional / Trade	Qualifications Obtained	Grades / Levels and Dates Obtained

5. Training (Please list only those courses relevant to this particular post.)

Approx. Date	Course Title	Approx. Duration	College or Organization

6. CRIMINAL CONVICTIONS & CAUTIONS

If you have any unspent criminal convictions or have any criminal proceedings pending against you, then please give full details as a separate document, clearly stating your full name, the reference number and the post title of the post for which you are applying. This document should either be sent in an envelope marked "**Private and Confidential**" to The Personnel Office, detailing your name, the post title and the reference number, or emailed to playerwire@aol.com, detailing '**criminal conviction information**' in the subject box. This envelope / email will only be opened if your application is short listed; if you are unsuccessful at this stage, then this envelope / email will be destroyed unopened.

7. References

Please give the names of people who could provide a reference regarding your suitability for the post for which you are applying. One of these should be your Present or Most Recent Employer. School / College leavers should give the names of lecturers /tutors / head teachers. You should not give friends or relatives as referees. Please note that for all academic, senior administration, computer and library staff, and positions that handle cash, the names of **three** referees should be provided. For all other posts, please provide two (e.g. clerical, technical and manual posts).

Name:

Job Title / Position:

Address:

Zip Code:

Tel. No:

Email Address:

8. Supporting Information

Please provide supporting information, outlining any experience, skills and knowledge relevant to the post for which you are applying. Any additional information should be firmly attached to this form, marked clearly with your name and job reference number and post title.

9. Data Protection Act 1998

The information that you provide is subject to the protection of the Data Protection Act 1998, and will not be used for any alternative purpose without your consent.

10. Declaration

To the best of my knowledge and belief, the information contained in this form is accurate. I understand that giving false information, or failure to supply details, will invalidate an offer of employment, or lead to termination of employment. I agree to this information being used for legitimate purposes connected with recruitment and selection monitoring.

Please note that, in submitting this form, you have accepted these terms, and agree to this declaration.

Signed: (*type your name
if emailing this form*)

Date

11. Please Return the Completed Form to:

Starr Wheel Group c/o HR Dept., 2207 NW 30TH Place, Pompano Beach FL 33069

Should you require assistance in completing this application form, then please contact The Personnel Department. Receipt of paper applications will not be acknowledged. If you have not been called for interview within eight weeks of the closing date, then this normally means that your application has been unsuccessful.

Fax to 954-935-5536 Or email to Playerwire@aol.com