

APPLICATION FORM

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Also provide a handwritten covering letter explaining why you would like to work for Mike Rogerson Estate Agents. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

POSITION APPLIED FOR

PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile)
Title	Telephone number (Work):
Address:	
Postcode:	
Date of Birth:	

Do you have the right to work in the UK?	Yes	No
<small>Note: the company will require proof of this right before an offer of employment can be confirmed - eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996</small>		
Do you have a clean, current driving licence?	Yes	No
Have you a car/ access to a car for business use?	Yes	No

EDUCATION

From	To	Type of School (i.e. Secondary)	Examinations taken and Qualifications Gained (Specify Grades)

FURTHER HIGHER EDUCATION

From	To	Name of Institution (state if Full - or- Part Time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute/ Organisation	Grade Of Membership (Where appropriate)

EMPLOYMENT

Please list chronologically, starting with current or last employer

Name and Address of Employer and Nature of Business:	From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate

SUITABILITY FOR THIS POSITION

Please detail your suitability for this position

REFEREES

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date:

Mike Rogerson Estate Agents is an Equal Opportunities Employer. Discrimination of any kind will not be tolerated. Any act of discrimination reported to a partner will be investigated and where necessary appropriate action taken. All staff are personally responsible for their own actions.