



# Employment Application Form

## Application Details

Application for the post of:

Where did you see the post advertised?

Please state your expected salary:

Have you applied for employment with us before?

If Yes, when and for what position?

The following information will be treated in the strictest confidence.

## Personal Details

Surname:

Title:

Forename(s):

Date of Birth:

Address:

Postcode:

Contact Tel:

Email:

Daytime Tel:

NI Number:

Do you need a work permit to take up employment in the UK?

Yes

No

Do you hold a current full UK driving licence?

Yes

No

If yes, please give full details of any current endorsements:



## Education & Training

Please start with the most recent. Continue on a separate sheet if necessary.

Study Dates		College or University	Qualifications and Grades Obtained
From	To		
From	To	School (11+)	Qualifications and Grades Obtained

Please use the space below to give details of any further formal training and/or employment related courses you have undertaken.





## Employment

### Current or most recent employment:

<b>Name of Employer:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>Job Title:</b>	<input type="text"/>		
<b>Date Appointed:</b>	<input type="text"/>	<b>Salary:</b>	<input type="text"/>
<b>Other Benefits:</b>	<input type="text"/>		

### Description of duties, responsibilities and achievements:

### Reason for leaving:

**Notice period or leaving date:**

If the job you are applying for will not be your only job, please give details of all other current employment including employer and number of hours worked each week.

## Employment Continued

Please provide details of your previous employment, starting with the most recent. Please include periods of relevant voluntary work and work experience.

Dates		Name of Employer	Position & Main Duties	Reason for Leaving & End Salary
From	To			



eCommerce & Websites



Order Management



Marketing & CRM



Warehouse Management



Stock Control



Mobile WMS Devices



Manufacturing & Kitting



Business Intelligence



Accounts

## Personal Statement

**Please use this section to tell us why you are applying for the position, and why you feel you would be suitable for the job. You should include details of your skills plus any learning or activities outside of work that are relevant to the job you are applying for. This may include skills gained during career breaks, voluntary activities or home based work etc. Please explain how they have increased your experience and abilities.**

**Further Details**

Please give details of your interests and leisure activities (such as hobbies, sports, club memberships etc.):

Please give details of languages spoken and level of written and spoken competence:

Are you willing to work overtime and weekends if required?

Yes  No

Are you involved in any activity which might limit your availability to work or your working hours (e.g. local government)?

Yes  No

*If yes, please give full details:*



**Further Details**

Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?

Yes  No

*If yes, please give full details:*

**References**

Please give names and full addresses of two people who can provide references for you. They must be able to comment on your suitability for the job. One MUST be your present or most recent employer, or a teacher if you have not been employed before. Please do not use relatives.

**References 1**

Name:

Position:

Address:

Telephone:

E-mail:

**References 2**

Name:

Position:

Address:

Telephone:

E-mail:

In what capacity do you know this person?

In what capacity do you know this person?

May we approach them before interview? Yes  No

May we approach them before interview? Yes  No



### Signed Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand Wise Software (UK) Ltd. will hold these details in confidence, for the purposes of on-going personnel administration and payroll administration in compliance with the General Data Protection Regulations. I undertake to notify Wise Software (UK) Ltd. immediately of any changes of the above details.

**Name:**

**Date:**

Submit your completed form by clicking the button below or save form and email to [recruitment@orderwise.co.uk](mailto:recruitment@orderwise.co.uk)

