



Card Geotechnics Limited

APPLICATION FOR EMPLOYMENT

Position applied for: _____ Date: _____

PERSONAL DETAILS

Title: _____ Forename(s): _____ Surname: _____

Address: _____

Postcode: _____

Home Telephone: _____ Work Telephone: _____

Date of Birth: _____ NI Number: _____ Passport No: _____

If you are not a British or European National, do you have permission to live and work in the UK? _____

(if applicable)

Visa Status: _____ Clean UK Driving licence: _____

REFERENCES

Please supply a name and address of 2 people who can supply a reference for you. One of whom must be your present Or last employer. If you do not wish any reference to be sought until you give permission, please enter An "X" in the relevant box.

Present/Last Employer

Other Reference

Name: _____

Name: _____

Position: _____

Position: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Email: _____

Email: _____

Telephone No: _____

Telephone No: _____

PRESENT AND PREVIOUS APPOINTMENTS (Please list in order, present first)

From Month & Year	To Month & Year	Employers name & nature of business	Post held	Salary	Reason for leaving

ABOUT YOU

List your five most satisfying professional achievements during the last three years.

Describe briefly your professional ambitions. Conclude with a statement of where you would like to be in five years from now.

Describe briefly what you understand about CGL (e.g. what we do)

How do you think that working for CGL will help you fulfil your professional ambitions?

Please list your reasons for leaving current/last employment

Signed: _____

Date: _____

CGL will keep personal information on employees and provide such information only on a need to know basis as and when required. All employees have the right to inspect such information and, if necessary, to require corrections should such records be faulty. By accepting a job offer employees expressly agree to our retaining such information which can include sickness and health records, ethnic origin, membership of a trade union and disciplinary matters, if any. Once a year without charge an employee can inspect the information held about them and require corrections where the information is incorrect.

EQUAL OPPORTUNITIES

CGL are committed to a positive policy which promotes Equal Opportunities in employment regardless of sex, marital status, creed, colour, race or ethnic origins. This principle will apply in respect of all conditions of employment.

HEALTH

A disability or health problem does not preclude full consideration for the job and applications from Suitable people with disabilities are welcome. All information provided by applicants will be treated as confidential.

Do you consider yourself to have a disability? Yes No

If Yes, please describe: _____

If the above answer is Yes and you are successful in your application would you require any adjustments to be made i.e. workstation? Yes No

If yes, please give details: _____

Do you have a health problem? Yes No

If Yes, please describe: _____

Please return this application form to:

Alison Willis, Associate Director
CGL
4 Godalming Business Centre
Woolsack Way
Godalming
Surrey
GU7 1XW