



## PERSONAL HISTORY RECORD

Please complete this form in black ink or typescript. Attach additional pages only if you wish to provide information not covered by this form.

**POSITION APPLIED FOR:**

**Personal Details**

Title e.g. Mr/Mrs/Ms etc.	Surname:
Forename(s):	Address:
Date of Birth:	Postcode:
Place of Birth:	Home Telephone number:
Do you hold a current clean driving license?  Yes                      No	Office telephone number (if convenient):

**EDUCATION** (details of schools attended, examinations passed etc.)

From	To	Type of School e.g. Grammar, Secondary etc)	Examinations Taken and Grades Attained
From	To	College/University	Course Title and Grade Attained

### Management/Technical/Postgraduate Attainments

Please list below training courses you have completed which are relevant to the post you are applying for.

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### Membership of Professional Bodies

Name of Professional Body	Grade of Membership	Date Gained

### Most Recent Appointment

Name and address of employer:	Nature of business:
Are you currently employed by this organization? Yes                      No	Reason for leaving:
Title of appointment:	Date appointed From:                                      To:
Current Basic Salary:  Other pay benefits (bonuses, commission etc):	Pension Terms:  Fringe benefits (car etc)
Please outline your present responsibilities, stating to whom you are responsible and who is responsible to you. (Draw a small organization chart, if appropriate)	

**Employment History** (please record your previous occupational experience)

Year and Month From / To	Name of Employer Nature of Business	Job Title/Main Duties/Salary (Reason for leaving)

## Additional Information

Computer Skills (please indicate your level of competence in using computers. Indicate the names of any applications software or programming language with which you are familiar).

Leisure interests/hobbies/associations/public posts etc.

**Referees** (please list the names and addresses of two people who will act as referees, one of whom should be your current employer. Referees will not be contacted until a provisional offer is made).

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Tel No:	Tel No:
Relationship to Referee:	Relationship to Referee:

Are you in good health?

Yes

No

Are there any situations where you would not be able to carry out all aspects of the job?  
(If yes, please give details)

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How soon could you be free to take up a new appointment?

What salary do you expect to receive?

Other benefits?

Declaration:

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate misrepresentation of factual information may prejudice or lead to an offer or contract of employment being withdrawn.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please send completed form to the address below.